



**Franklin City Council Agenda
July 12, 2021
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

Closed Session pursuant to Code Section 2.2-3711-A-1 for the annual evaluation of the City Manager.

7:00 P.M.

Regular Meeting

CALL TO ORDER. MAYOR FRANK M. RABIL
PLEASE TURN OFF CELL PHONES. MAYOR FRANK M. RABIL
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

A. Approval of June 28, 2021 minutes

2. OLD/ NEW BUSINESS:

- A. Termination COVID-19 State of Emergency
- B. FRHA Acquisition Resolution
- C. Historic District Follow Up Discussion
- D. City Manager's Report

3. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

4. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: the annual evaluation of the City Manager, Planning Commission, Industrial Development Authority, Departmental Restructuring, and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest

in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, and Franklin Regional Airport.

2.2-3711-A-19, Discussion of plans to protect public safety as it relates to vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety specifically as it relates to gun violence.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on July 12, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

5. ADJOURNMENT

MINUTES FROM THE JUNE 28, 2021 WORK SESSION BETWEEN FRANKLIN CITY COUNCIL AND THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES

The Franklin City Council held a work session between Franklin City Council and the Virginia Department of Historic Resources on June 28, 2021 at 6:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Frank Rabil, Mayor; Councilwoman Wynndolyn Copeland; Councilman Ray Smith, Councilman Mark R. Kitchen and Councilman Linwood Johnson

Council Members not in Attendance: Vice-Mayor Robert (Bobby) Cutchins and Councilman Gregory McLemore

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

Other Staff in Attendance: Steve Patterson, Chief of Franklin City Police Department; Steve Newsome, Network Administrator; Russ Pace, Director of Public Works

Call to Order

Mayor Frank Rabil called the June 28, 2021 work session between Franklin City Council and the Virginia Department of Historic Resources to order at 6:00 p.m.

Work Session Virginia Department of Historic Resources

City Manager Amanda Jarratt introduced Jessica Ugarte of the Virginia Department of Historic Resources to come forward and give the following presentation about the Virginia and Federal Historic Tax Credit Program:

Introduction to Department of Historic Resources Register Program

- The National Register of Historic Places and the Virginia Landmarks Register make up DHR's Register program.
- Both provide permanent documentation and honorary recognition of Virginia's significant historic, architectural, and cultural resources.

The Registers – What are They:

- Official lists of historic properties
- National Preservation Act of 1966 established the National Register (NR).
- *Code of Virginia* established the Virginia Landmarks Register (VLR) in 1966.
- Honorary designations
- No Property restrictions.
- Rooted in academic scholarship.

Direct Economic Benefits of Register Listing

- Easements

- May lower tax burden
- Lessens inheritance taxes
- Preserves property for the future
- **Rehabilitation Tax Credits**
 - State and Federal Historic
 - Tax Credits are available

Evaluating a Property for Listing

- **Step 1: Complete a Preliminary Information Form (PIF)**
 - DHR staff can assist with the creation of a PIF.
 - Basic architectural, historical, location information, and current photographs are required.
 - The PIF will be evaluated by DHR staff first, then presented to the State Review Board for approval if the property / district is found to be eligible for listing.
- **Step 2: Create a National Register Nomination (NRN)**
 - Both State and National Register programs use the Federal form.
 - Completing the form requires significant architectural and historical research. Consultants who specialize in researching and writing nominations can assist property owners in this process.
 - The State Review Board evaluates the Nomination. If it is accepted, it is immediately listed in the VLR.
 - Approved Nomination is then sent to the National Park Service for their review and approval for inclusion on the National Register of Historic Places.

What Kind of Properties Can Be Nominated?

1. Property has achieved significance at least fifty years ago, or is of exceptional importance.
2. Property must meet one of the Register Criteria.
3. Property must retain Integrity.

Four Register Criteria

- **Criterion A:** Association with a historically significant event or pattern of events.
- **Criterion B:** Associated with a person significant in our past.
- **Criterion C:** Distinctive architecture or engineering, or the work of a master, or possessing high artistic value, or a distinguishable entity (such as a historic district).
- **Criterion D:** Information Potential for History or Prehistory

Criteria Considerations

- **Criteria Consideration A:**

Religious properties deriving significance from artistic or historical importance.

- **Criteria Consideration B:**
Moved buildings that are significant for primarily for its architecture, or which is the surviving structure most importantly associated with a historic person or event.
- **Criteria Consideration C:**
A birthplace or grave of an important historical figure if there is no other appropriated site or building directly associated with his or her productive life.
- **Criteria Consideration D:**
A cemetery which derives its primary significance from graves of persons of transcendent importance, form age, from distinctive design features, or from association with historic events.
- **Criteria Consideration E:**
A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived.
- **Criteria Consideration F:**
A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance.
- **Criteria Consideration G:**
A property achieving significance within the past fifty years if it is of exceptional importance.

Evaluating Integrity

Integrity is the ability of a property to convey its significance.

- Before integrity of a property can be evaluated, you have to know why, where, how and when a property is significant.
- Define the essential physical features that must be present for a property to represent its significance.
- Determine which aspects of integrity are most essential to the property being eligible.

The Seven Aspects of Integrity

Properties must retain the ability to communicate their significance through:

1. Location
2. Design
3. Setting
4. Materials
5. Workmanship
6. Feeling
7. Association

In order to retain integrity, a property must possess several, and often most, of the above aspects.

Location

MINUTES FROM THE JUNE 28, 2021 WORK SESSION BETWEEN FRANKLIN CITY COUNCIL AND THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES

- The place where the historic property was constructed or where the historic event occurred.

Design

- Combination of elements that create the form, plan, space, structure and style of a property.

Setting

- The physical environment of a property.

Materials

- Physical elements used at a particular time and in a particular pattern to form a historic property.

Workmanship

- Physical evidence of the crafts of a particular culture or people during a given period in history or prehistory.

Feeling

- The property's expression of the aesthetic or historic sense of a particular period of time.

Association

- The direct link between an important historic event or person and a historic property.

Important

- Integrity and condition are not the same.

Introduction to the HTC Program

- Virginia's program established by General Assembly in 1996.
- Modeled on Federal Historic Rehabilitation Tax Credit Program, which was created in 1977.
- Established to spur economic development and revitalization.

What are Tax Credits?

- Dollar-for-dollar reduction in income tax liability.
- Available for rehab of certified historic structures.
- Based on percentage of qualified rehabilitation expenditures.
- May be "syndicated," i.e. transferred to taxpayer in exchange for money.
 - Provides financial leverage for projects.

Comparison of Credits

MINUTES FROM THE JUNE 28, 2021 WORK SESSION BETWEEN FRANKLIN CITY COUNCIL AND THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES

- Federal Program:
 - Income-producing buildings only.
 - 20% credit of eligible expenditures.
 - 5-year holding period.
 - 20-year carryforward, 1-year carryback.
- State Program:
 - Income-producing and owner-occupied buildings.
 - 25% credit of eligible expenditures.
 - No holding period.
 - 10-year carryforward, no carryback.

How to Qualify

- Must be a certified historic structure.
- Work must follow the Standards for Rehabilitation and other program guidance.
- Must structure property ownership appropriately to take advantage of credits.
- Must meet required spending thresholds within measuring period.

Three-Part Application

- Part 1 – Eligibility
- Part 2 – Description of Work
- Part 3 – Certification of Completed Work

Part 1 – Certification of Significance

- **Certified Historic Structures Must Be:**
 - Individually listed on the National and State registers.
 - Certified as contributing in a listed historic district.
 - State credit-only: Certified as eligible for individual listing.

Part 1 – Is the Building Historic?

- Where is the property?
- How is it historic?
- Who is the project contact?
- Who is the owner?

Part 2 – Description of Rehabilitation

- Submit Part 2 before beginning work.
- All proposed work must meet the Secretary of the Interior's Standards for Rehabilitation.
- All work must be fully described in writing – supplementary materials are for clarity.
- All work being done at the property must be disclosed and reviewed.

Eligible Expenditures

MINUTES FROM THE JUNE 28, 2021 WORK SESSION BETWEEN FRANKLIN CITY COUNCIL AND THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES

- Includes certain soft costs such as architectural and engineering fees, construction period taxes and interest, reasonable developer fees.
- Does not include acquisition costs, expenditures attributable to enlargement or additions, landscaping or site work.
- CPA verification of expenses required for all projects.

Substantial Rehabilitation Test

- **Federal:**
 - Eligible expenditures must exceed the owner's adjusted basis or \$5,000.00, whichever is greater.
- **State:**
 - Non-owner-occupied buildings: eligible expenditures must be at least 50% of assessed value.
 - Owner-occupied buildings: eligible expenditures must be at least 25% of assessed value.
- Must meet spending thresholds during relevant measuring period.

Part 2 – Essentials

- Application Form
- Photographs
- Plans and Elevation Drawings
- Specifications for Replacements
- The Part 2 Fee & Billing Statement

Amendments – Change Happens!

- All changes to the project scope must be reviewed and approved.
- Changed items can be grouped into a single Amendment submission.
- If a response letter asks a question or requests additional information, send it as an Amendment.

Part 3 – Certification of Completed Work

- Credits are claimed in the year the project is completed.
- For State credit, must include CPA verification of expenditures incurred.

City Manager Amanda Jarratt asked if there was a fee schedule or was the job based on the cost of the project.

Ms. Ugarte answered the job was based on the cost of the project.

Ownership & Syndication

- Credits are granted to property owner.
- Non-taxpaying entity may own property and partner with taxpayers.
 - Non-profits
 - Local Governments
- Must carefully structure ownership to capture credits.
- Ownership scenarios:
 - Taxpayer – takes tax credits.
 - Pass-through entity – credits disbursed among partners.
 - Lease credits – claimed by lessee.

Secretary of Interior's Standards for Rehabilitation

Using the standards to guide historic tax credit projects.

Four Treatment Standards

- Preservation
- Rehabilitation
- Restoration
- Reconstruction

The Standards – Four General Tips

1. Retain and repair rather than replace.
2. Identify the character – defining features early in the project planning.
3. Retain historic character, even if the use of the building changes.
4. New additions or related new construction must be compatible with the historic building.
Properly-scaled addition at rear of property that is not highly visible.

Standard #1

A property shall be used for its intended purpose or be placed in a new use that requires minimal changes to the defining characteristics of the building and its site and environment.

Standard #2

The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.

- Avoid lowering ceilings in primary spaces.
- New mechanical systems should be sensitivity placed.
- Never intersect or cover windows.
- Avoid the destruction of historic materials; use existing penetrations if possible.

Standard #3

Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.

Standard #4

Most properties change over time; these changes that have acquired significance in their own right shall be retained and preserved.

Standard #5

Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

Standard #6

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.

Standard #7

Chemical or physical treatments, such as sandblasting, that cause damage to historic materials, shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest possible means.

Standard #8

Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation shall be undertaken.

Standard #9

New additions, exterior alterations or related new construction shall not destroy historic materials that characterize a property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Standard #10

New additions and adjacent new construction shall be undertaken in a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

For More Information

MINUTES FROM THE JUNE 28, 2021 WORK SESSION BETWEEN FRANKLIN CITY COUNCIL AND THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES

Federal Program www.NPS.gov/TPS

State Program www.dhr.virginia.gov/tax_credits/tax_credit.htm

Jessica Ugarte – HTC Program Supervisor – Jessica.Ugarte@dhr.virginia.gov – 804 482-6093

Chris Novelli – Tax Credit Specialist – Chris.Novelli@dhr.virginia.gov – 804 482-6097

Mayor

Clerk to City Council

MINUTES FROM THE JUNE 28, 2021 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on June 28, 2021 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Frank Rabil, Mayor; Councilwoman Wynndolyn Copeland; Councilman Ray Smith, Councilman Mark R. Kitchen and Councilman Linwood Johnson

Council Members not in Attendance: Robert (Bobby) Cutchins, Vice-Mayor and Councilman Gregory McLemore

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

Other Staff in Attendance: Steve Patterson, Chief of Franklin City Police Department; Steve Newsome, Network Administrator; Sarah Rexrode, Director of Social Services; Sammara Green-Bailey, Director of Parks & Recreation; Russ Pace, Director of Publics Work; Carlee Smith, City Planner; Vernie Francis, III, Chief of Emergency Services and Dinah Babb, Treasurer

Call to Order

Mayor Frank Rabil called the June 28, 2021 Regular City Council Meeting to order at 7:00 p.m.

Citizen's Time

1st Speaker

LaKida Wiggins-Myrick resides at 1633 Dorchester Street, Franklin, Virginia 23851; Ms. Wiggins-Myrick expressed her concerns regarding gun activity in the Dorchester area and asked if there was any way that cameras could be installed. She also expressed her concern about emergency services response time to the Dorchester area.

2nd Speaker

Barry Cheatham resides at 135 Bobwhite Lane, Franklin, Virginia 23851; Mr. Cheatham thanked Mayor Frank Rabil and Council for allowing him to serve on the Tidewater Regional Jail Authority Board. Mr. Cheatham has served as Chairman of the Board for the last year.

3rd Speaker

Jason Hook resides at 1213 Clay Street, Franklin, Virginia 23851; Mr. Hook expressed concerns about the lack of action regarding City Council and staff. He complained about the noise, truck traffic and speeding in the Clay Street area and the lack of legal enforcement. Mr. Hook also complained about property maintenance in the area of Clay Street as well as City property has been left unmaintained. Mr. Hook also expressed his concerns about the elimination of the recycling program. He stated according to City Manager Jarratt this action was recommended because recycled items were being disposed of at the landfill and not being recycled. This was contradicted by a representative of the recycler in an article of the Tidewater News. He stated he would like clarification of this information and what was the City going to do with the funds saved from not recycling. His final complaint was concerning his emails not being read in completion. He has reached out to Delegate Roslyn Tyler as well as other citizens.

Amendments to Agenda

Mayor Frank Rabil asked if there were any amendments to the agenda.

There were no amendments to the agenda.

Consent Agenda

Approval of June 14, 2021 Minutes

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the June 14, 2021 regular City Council meeting.

Councilman Mark R. Kitchen requested the following correction:

Page 1, Paragraph 6, Sentence 1, which read:

Mr. Evans stated there was a meeting Wednesday, May 26, 2021 at the Sportsman’s Club located on South Street where several citizens expressed their concerns and opinions regarding the gun violence on Cobb Street.

Needs to be corrected to read:

Mr. Evans stated there was a meeting Wednesday, May 26, 2021 at the Sportsman’s Club located on South Street where several citizens expressed their concerns and opinions regarding the gun violence in Cobb Town.

Mayor Frank Rabil asked for approval for the minutes from the June 14, 2021 regular City Council meeting as corrected.

Councilman Linwood Johnson made a motion to approve the minutes from the June 14, 2021 regular City Council meeting as corrected. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 5-0.

The vote was as follows:

| | |
|------------------------------------|--------|
| Mayor Frank Rabil | AYE |
| Vice-Mayor Robert (Bobby) Cutchins | ABSENT |
| Councilman Linwood Johnson | AYE |
| Councilman Mark R. Kitchen | AYE |
| Councilwoman Wynndolyn Copeland | AYE |
| Councilman Gregory McLemore | ABSENT |
| Councilman Ray Smith | AYE |

Mayor Frank Rabil stated that the motion passed unanimously.

Financial Matters

Budget Amendment 2021-26

City Manager Amanda Jarratt reviewed the following budget amendment:

The 2020-2021 City Budget will be hereby amended to:

1. Recognize donations from numerous grantors in the amount of \$13,500.00 for the Independence Day Celebration and to appropriate for use.
2. Recognize grant revenue in the amount of \$35,000.00 from the Obici Healthcare Foundation and to appropriate for use.
3. Recognize the School's State Security grant revenue in the amount of \$100,000.00 and to appropriate for use.

Councilman Linwood Johnson made a motion to approve Budget Amendment 2021-26. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 5-0.

The vote was as follows:

| | |
|------------------------------------|--------|
| Mayor Frank Rabil | AYE |
| Vice-Mayor Robert (Bobby) Cutchins | ABSENT |
| Councilman Linwood Johnson | AYE |
| Councilman Mark R. Kitchen | AYE |
| Councilwoman Wynndolyn Copeland | AYE |
| Councilman Gregory McLemore | ABSENT |
| Councilman Ray Smith | AYE |

Mayor Frank Rabil stated that the motion passed unanimously.

Franklin Municipal Airport Sinkhole Repair Grant Acceptance

MINUTES FROM THE JUNE 28, 2021 REGULAR CITY COUNCIL MEETING

City Manager Amanda Jarratt stated several months ago an expensive sinkhole was discovered at the Franklin Regional Airport. The Virginia Department of Aviation has awarded the City of Franklin a grant in the amount of \$11,600.00 for the repair of the sinkhole.

Councilman Linwood Johnson made a motion to authorize the execution of the grant agreement as presented. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 5-0.

The vote was as follows:

| | |
|------------------------------------|--------|
| Mayor Frank Rabil | AYE |
| Vice-Mayor Robert (Bobby) Cutchins | ABSENT |
| Councilman Linwood Johnson | AYE |
| Councilman Mark R. Kitchen | AYE |
| Councilwoman Wynndolyn Copeland | AYE |
| Councilman Gregory McLemore | ABSENT |
| Councilman Ray Smith | AYE |

Mayor Frank Rabil stated that the motion passed unanimously.

Old / New Business

Franklin Redevelopment & Housing Authority (FRHA) Acquisition Resolution #2021-16

City Manager Amanda Jarratt requested to defer the FRHA Acquisition Resolution #2021-16 until the next City Council meeting that is schedule for Monday, July 12, 2021. City Manager Jarratt stated the City is prepared to close and the title work has been completed however, the City has not received a copy of the draft deed from FRHA’s legal counsel.

Mrs. Vivian Seay-Giles, the City of Franklin’s legal counsel from Sands Anderson stated the resolution will be amended to reference the exact deed when received.

Mayor Frank Rabil granted the deferment until Monday, July 12, 2021.

Southampton County Courthouse Update

City Manager Amanda Jarratt informed City Council informed that the activity on the Southampton County Courthouse is progressing quickly. The mandatory pre-bid meeting was held on June 3, 2021 and five general contractors were in attendance. The original Invitation for Bids was scheduled for July 13, 2021 but will not be delayed by several weeks. The delay is being caused by the work required for the former Hunterdale Elementary school for use as a temporary courts building. Glave and Holmes is in the process of preparing the plans for the modifications and contractors need time to bid this work.

The lease for the modular unit to be placed at the City of Franklin courthouse has been executed and is anticipated to be delivered in the next few weeks. The General District and J&DR Courts are planning to begin hearing court cases in Franklin effective September 1, 2021. Southampton County staff is cautiously optimistic that the remaining offices will relocate to Hunterdale in October.

City Manager's Report

City Manager Amanda Jarratt gave the following updates:

General Updates

- City Manager Amanda Jarratt stated the Confederate Monument located at Memorial Park could not be moved on Saturday, June 26, 2021 due to torrential rains. She added the City is working with the contractor to reschedule the relocation of the Confederate Monument and will keep City Council posted.
- The not trucks signs have been obtained and staff will be installed on June 29, 2021.
- The COVID-19 cases in the City of Franklin have slowed down to averaging one case a day for the last seven days. Vaccinations continue to be administered through various avenues within the Western Tidewater Health District and other venues.
- COVID-19 Municipal Relief Fund payments are available for accounts that are thirty days past due. These payments are for water, sewer and electric usage only. It will not pay for garbage usage, late fees, penalties, nor taxes. An application is needed for each payment. Payments are NOT guaranteed. They will be made on a first come, first serve basis until the fund is depleted.
- The City of Franklin was awarded \$1,360,000.00 from the Department of Housing and Community Development for the Laurel Street Housing Rehabilitation project. The project will rehabilitate fifteen homes in the area and includes improvements to the sanitary sewer laterals.
- Staff is continuing to analyze the American Rescue Plan Act and will present a plan to City Council in the coming weeks.
- The sale of the City of Franklin bond and refunding were conducted with wonderful results.
 - The all-in true interest rate on the 2021A Bonds is 2.51%, which will be fixed for the life of the 25-year loan. The 2.51% all-in interest rate is roughly 50 basis points lower than the estimated planning interest rate of 3.00%. As a result, total debt service on the 2021A Bonds will be less than planning estimates by approximately \$1 million over the life of the loan.
 - The 2021B Taxable Refunding Bonds received 2 bids. The winning bid with the lowest interest rate was submitted by Robert W. Baird.
 - The 2021B Bonds will reduce the interest rate on the refinanced 2013 VRA Bonds from 4.30% to an all-in interest rate of 2.73%. The 2.73% interest rate will be fixed for the life of the 18-year loan.

- The positive results will lead to a four penny impact over the next five years instead of a five penny impact. As a reminder, when we started this was projected to be a ten penny impact on the tax rate.

Community Events

- Spring and Summer athletic leagues and community wide events are posted on the City of Franklin website.
- The Franklin Cruise In is held every Wednesday evening in Downtown Franklin.
- We Be Jamming is ongoing through the fall.
- The City of Franklin Independence Day is scheduled for June 30, 2021 in conjunction with the Franklin Cruise In, Franklin Farmers Market and the Franklin Experience.
- The Franklin Farmers Market is open on Wednesday's and Saturday's into the fall season.

Council / Staff Reports on Boards /Commissions

Mayor Frank Rabil asked if there was anything to report on Council/ Staff Reports on Boards and Commissions.

Mayor Rabil reported that the Hampton Roads Transportation Planning Organization, Hampton Roads Alliance, HRTAC, and Military Alliance met last week.

Closed Session

There being no other items to discuss Mayor Frank Rabil entertained a motion to go into Closed Session.

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Beautification Commission, Planning Commission, Industrial Development Authority, and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow industrial Park, Armory Drive, and Franklin Regional Airport.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 5-0.

The vote was as follows:

MINUTES FROM THE JUNE 28, 2021 REGULAR CITY COUNCIL MEETING

| | |
|------------------------------------|--------|
| Mayor Frank Rabil | AYE |
| Vice-Mayor Robert (Bobby) Cutchins | ABSENT |
| Councilman Linwood Johnson | AYE |
| Councilman Mark R. Kitchen | AYE |
| Councilwoman Wynndolyn Copeland | AYE |
| Councilman Gregory McLemore | ABSENT |
| Councilman Ray Smith | AYE |

Mayor Frank Rabil stated that the motion passed unanimously.

City Council went into closed session at 7:29 p.m.

Motion Upon Returning to Open Session

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on April 26, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 5-0.

The vote was as follows:

| | |
|------------------------------------|--------|
| Mayor Frank Rabil | AYE |
| Vice-Mayor Robert (Bobby) Cutchins | ABSENT |
| Councilman Linwood Johnson | AYE |
| Councilman Mark R. Kitchen | AYE |
| Councilwoman Wynndolyn Copeland | AYE |
| Councilman Gregory McLemore | ABSENT |
| Councilman Ray Smith | AYE |

Mayor Frank Rabil stated that the motion passed unanimously.

Other Action Items of City Council

Councilwoman Wynndolyn Copeland made a motion to appoint Lauren Smith to the City of Franklin's Beautification Commission. The motion was seconded by Councilman Linwood Johnson.

Adjournment

Councilwoman Wynndolyn Copeland made a motion to adjourn the June 28, 2021 regular City Council meeting. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 5-0.

The vote was as follows:

| | |
|------------------------------------|--------|
| Mayor Frank Rabil | AYE |
| Vice-Mayor Robert (Bobby) Cutchins | ABSENT |
| Councilman Linwood Johnson | AYE |
| Councilman Mark R. Kitchen | AYE |
| Councilwoman Wynndolyn Copeland | AYE |
| Councilman Gregory McLemore | ABSENT |
| Councilman Ray Smith | AYE |

Mayor Frank Rabil stated that the motion passed unanimously.

The June 28, 2021 regular City Council meeting adjourned at 7:36 p.m.

Mayor

Clerk to City Council



*Office of the City Manager
Amanda C. Jarratt*

July 7, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Termination of the COVID-19 State of Emergency

Background Information

As you all are aware on March 13, 2020 a Federal, State, and local State of Emergency was declared in response to COVID-19. The State of Emergency for the Commonwealth ended on June 30th. There is no need for the local State of Emergency to continue at this point in time. Should conditions change a new State of Emergency will be declared.

Needed Action

Vote to officially end the local State of Emergency related to COVID-19.



DECLARATION OF A LOCAL EMERGENCY ON MARCH 13, 2020 BY THE CITY OF FRANKLIN, VIRGINIA DIRECTOR OF EMERGENCY SERVICES

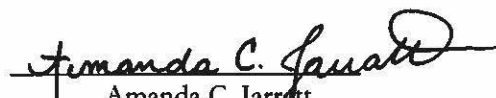
Whereas, the Director of Emergency Services of the City of Franklin, Virginia does hereby find as follows:

1. That due to the spread of COVID-19 also known as the coronavirus throughout the United States of America, the Commonwealth of Virginia, and the Hampton Roads Region, the City of Franklin is facing a condition of extreme peril to the lives, safety, and property of the residents of Franklin.
2. That due to this condition of extreme peril, the Governor of Virginia has declared a state of emergency and requested extreme measures be taken by localities to seek to protect the public health;
3. The City of Franklin has pockets of high risk populations and has a moral obligation to play a part in limiting the spread of the coronavirus throughout the region.
4. That as a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril.
5. That the emergency will require measures to ensure reasonable continuity of government while taking reasonable measures to protect the public health; such measures may include, but not be limited to, electronic meetings under the authority of Virginia Code section 2.2-3708.2.

Now, therefore, be it proclaimed and ordered that during the existence of this emergency the powers, functions, and duties of the Director of Emergency Management and the Emergency Services organization and functions of the City of Franklin shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans.

In order to carry out the effect of this resolution, the City Manager Amanda C. Jarratt or the Director of Finance, Tracy Spence and their designees, are hereby authorized to expend funds from the City's unappropriated fund balance to cover the reasonable operations costs of emergency services pending further report to Franklin City Council and such additional appropriations as shall be deemed necessary to cover the expected scope of this emergency and ratified by City Council.

Now, therefore; I, Amanda C. Jarratt Director of Emergency Services, for the City of Franklin, Virginia do hereby proclaim and declare that a local emergency exists in the City of Franklin, Virginia, effective on the 13th day of March 2020.


Amanda C. Jarratt
Director of Emergency Services



RESOLUTION 2021-16

CITY OF FRANKLIN, VIRGINIA

RESOLUTION TO APPROVE ACQUISITION OF REAL PROPERTY

WHEREAS, the Franklin Redevelopment and Housing Authority (the "FRHA") owns certain real property located at 100 East Fourth Avenue in the City of Franklin, Virginia (the "City") in which the FRHA offices are located (the "Property"); and

WHEREAS, the FRHA determined it to be in the best interest of the FRHA to sell the Property, and the City and the FRHA executed a contract for the sale of the Property by FRHA to the City; and

WHEREAS, the City Council of the City of Franklin, Virginia (the "City Council"), after investigating the Property, believes it to be in the best interests of the City and its citizens to complete the purchase of the Property and accept title to the Property and improvements thereon; and

WHEREAS, the City Council desires to approve the acceptance of title to the Property, as required by Va. Code § 15.2-1803, by adopting this Resolution approving such acquisition, which resolution can be recorded in the clerk's office of the Circuit Court as evidence of such approval;

NOW, THEREFORE, BE IT RESOLVED, that the City Council finds it to be in the best interests of the City and the citizens thereof to approve and complete the acquisition of the Property and improvements thereon from the FRHA and accept a deed conveying the Property from the FRHA to the City; and

BE IT FURTHER RESOLVED, that the City Manager, the Mayor, and the City Attorney are hereby authorized and directed to take such action as are necessary in their sole discretion to carry out the purposes and intents of this resolution, including without limitation, the acceptance of a deed to the Property, the payment of the funds for the purchase of the Property, and the acquisition of such real and personal property as is described herein and therein; and

BE IT FURTHER RESOLVED, that all actions taken in furtherance of the acquisition of the Property prior to the date of adoption of this Resolution are hereby ratified and confirmed.

Adopted this 28th day of June, 2021.

A true copy, teste:

Amanda C. Jarratt
Clerk, City Council
City of Franklin, Virginia

THIS DOCUMENT PREPARED BY: P. Daniel Crumpler, III – VA Bar #25213
TAX MAP# 107 055 5 1,2,3,4 Consideration: \$386,000.00
TITLE INSURANCE BY: Fidelity National Title Assessment: \$433,327.00

EXEMPT FROM RECORDATION TAX PURSUANT TO VIRGINIA CODE
SECTIONS 58.1-811(A)(3), 58.1-811(C)(4), AND 58.1-811(D).
EXEMPT FROM THE PAYMENT OF CLERK'S FEES PURSUANT TO VIRGINIA
CODE SECTION 17.1-279(E)

THIS DEED made this 28th day of June, 2021, by and between
FRANKLIN REDEVELOPMENT AND HOUSING AUTHORITY, a political
subdivision of the Commonwealth of Virginia (Grantor) and the **CITY OF**
FRANKLIN, a body politic and political subdivision of the Commonwealth of
Virginia (Grantee) whose address 207 West 2nd Avenue, Franklin, Virginia
23851.

WITNESSETH:

That for and in consideration of the sum of Ten Dollars (\$10.00), cash in
hand paid, and other good and valuable consideration, the sufficiency and
receipt of which are hereby acknowledged, the Grantor does hereby grant and
convey with SPECIAL WARRANTY unto the said Grantee the following described
property, to-wit:

PARCEL ONE:

(1) All that certain lot or parcel of land lying, situate and being in
the Town of Franklin, Southampton County, Virginia, beginning at
the intersection of Fourth Avenue and Middle Street, north side of
Fourth Avenue and west side of Middle Street, running thence in a
westerly direction along said Fourth Avenue, 53 feet 9 inches;
thence in a northerly direction parallel with Middle Street 105 feet
to a corner; thence in an easterly direction parallel with Fourth
Avenue 53 feet 9 inches to Middle Street; thence in a southerly
direction along Middle Street 105 feet to Fourth Avenue, the point
of beginning."

(2) All that certain lot or parcel of land lying, situate and being in
the Town of Franklin, Southampton County, Virginia beginning at

a point on the north side of Fourth Avenue, 53 feet 9 inches west from the intersection of said Fourth Avenue and Middle Street, running thence in a westerly direction along the said north side of Fourth Avenue, a distance of 53 feet 9 inches to the line of the lot known as the "Miss Freddie Parker home place"; thence in a northerly direction parallel with Middle Street 105 feet; thence in an easterly direction parallel with Fourth Avenue about 53 feet 9 inches to a corner; thence on a southerly direction parallel with Middle Street to Fourth Avenue, the point of beginning."

PARCEL TWO:

(1) All that certain lot or parcel of land with all buildings thereon and appurtenances thereto belonging, lying and situate in the Town of Franklin, County of Southampton, State of Virginia, and bounded as follows: Beginning at a point on the North side of Fourth Avenue 55 1/2 feet easterly from Main Street; thence in a northerly direction along the line of Mary D. Brownley's lot a distance of about 110 feet (though this distance may not be but 105 feet) to T. A. Eure's lot; thence in an easterly direction 54 feet to J. T. Duck's lot; thence in a southerly direction along the line of said J. T. Duck lot a distance of about 110 feet (though this distance may not be but 105 feet) to Fourth Avenue; thence in a westerly direction along Fourth Avenue a distance of 54 feet to Mary D. Brownley's lot, the point of beginning."

(2) All that certain lot, tract or parcel of land lying situate and being in the Town of Franklin, Southampton County, Virginia, as shown on 'Plat Showing Property on 5th Ave. & Main Street, in Town of Franklin, Virginia, Formerly J. Sifen, Now Hal J. Lyon, Scale 1" = 25', October 28, 1961, J. E. Henry, C.L.S.' more particularly bounded and described by reference to said plat as follows: Beginning at a point at the intersection of the eastern boundary of Main Street with the southern boundary of Fifth Avenue, at a point, an iron pin, running from thence North 59° 37' East 111.7 feet to a point, iron pin, corner for the within described property and other property of Joe Sifen and Mamie Sifen; thence along the dividing line between the within described property and said Sifen property, South 30° 23' East 52.5 feet to a point; thence continuing South 30° 23' East and along the dividing line between the within described property and other property understood to belong to R. Ellsworth Jones 52.5 feet to a point, iron pin, corner for the within described property and other property understood to belong to Hal J. Lyon; thence South 59° 37' West 56.2 feet to a point, iron pin; thence North 30° 23' West 2.5 feet to a point, iron pin; thence South 59° 37' West 55.5 feet to a point, iron pin; in the eastern boundary of Main Street; thence along Main Street North 30° 23' West 102.5 feet to the point of beginning." The above

mentioned plat is recorded in the Clerk's Office of the Circuit Court of Southampton County, Virginia, in Plat Book 8, page 25.

(3) All that certain lot or parcel of land lying, situate and being in the City of Franklin, Southampton County, Virginia on the east side of Main Street and north side of Fourth Avenue in said City, and more particularly described as follows:

Beginning at the corner of Main Street and Fourth Avenue, thence along Fourth Avenue in an easterly direction fifty-five and one-half (55-1/2) feet to the lot of C. W. Gary; thence at a right angle and along the said Gary lot in a northerly direction one hundred seven and one-half (107-1/2) feet to the lot of J. W. H. Darden; thence at a right angle and along the said Darden lot fifty-five and one-half (55-1/2) feet in a westerly direction to Main Street; thence at a right angle along Main Street in a southerly direction one hundred seven and one-half (107-1/2) feet to the point of beginning."

PARCEL THREE:

All that certain lot or parcel of land in the Town of Franklin, County and State aforesaid, bounded and described as follows: Starting at a point on the North side of Fourth Avenue at the intersection of Middle Street, thence along the North Side of Fourth Avenue for a distance of fifty (50) feet, thence at right angles in a northerly direction two hundred ten feet (210) to Fifth Avenue, thence along the southern side of Fifth Avenue fifty (50) feet to Middle Street, thence along the East side of Middle Street two hundred ten (210) feet, to the point of beginning, being lot No. 1 on map recorded in the Clerk's Office of Southampton County, Virginia, Plat Book No. 2, page 72.

PARCEL FOUR:

(1) All that certain lot, tract or parcel of land lying situate and being in the City of Franklin, Southampton County, Virginia, more particularly bounded and described as follows: Beginning at a point, iron pin, in the western boundary of Middle Street, which point is South 35 feet from the intersection of the South side of Fifth Avenue with the West side of Middle Street, and is in the dividing line between the within described property and property of Mamie and Joe Sifen, running thence in a southerly direction along the west side of Middle Street 35 feet to a point, iron pin, corner for the lot hereby conveyed and other property of R. Ellsworth Jones; thence in a westerly direction and along the line of said Jones property, which said line is established by this deed, 109-1/2 feet, more or less, to a point, iron pin; thence in a northerly direction and parallel with Middle Street 35 feet to a point, iron pin, corner for the width described property and property of Mamie and Joe Sifen; thence in an easterly direction

along the said Sifen lot 109-1/2 feet, more or less, to an iron pin, the point of beginning.

(2) All that certain lot, tract or parcel of land lying, situate and being in the Town of Franklin (now City of Franklin), Southampton County, Virginia, more particularly bounded and described as follows: Beginning at a point where the South side of Fifth Avenue intersects the West side of Middle Street, thence in a southerly direction along the West side of Middle Street 35 feet to a point, where an iron stake is driven in the ground, a corner far the lot hereby conveyed and other real estate of L. R. Jones; thence in a westerly direction and along the line of said Jones property, which said line is established by this deed, 109 1/2 feet, more or less, to a point, an iron stake driven in the ground; thence in a northerly direction and parallel with Middle Street 35 feet to Fifth Avenue, an iron stake driven in the ground; thence in an easterly direction and along the South side of Fifth Avenue about 109 1/2 feet, more or less, to the point of beginning. The exact depth of said lot is not known accurately, nor is the same guaranteed to be 109 1/2 feet, but the said grantors intend to convey to the said grantee the entire depth of said lot, which has been seen by the said grantee, irrespective of the measurement thereof.

PARCEL FIVE:

All that certain lot, tract or parcel of land lying situate and being in the City of Franklin, Southampton County, Virginia, more particularly bounded and described as follows: Beginning at a point, iron pin, in the western boundary of Middle Street, which point is South 70 feet from the intersection of the South side of Fifth Avenue with the West side of Middle Street, and is in the dividing line between the within described property and property of W. Delbroe Johnson and Virgie P. Johnson, running thence in a southerly direction along the West side of Middle Street 35 feet to an iron pin, corner for the lot hereby conveyed and property understood to belong to J. T. Duck, Jr.; thence in a westerly direction and along the line of said Duck property 109.1/2 feet, more or less, to a point, iron pin; thence in a northerly direction and parallel with Middle Street, 35 feet to a point, iron stake, corner for the within described lot and the aforesaid property of W. Delbroe Johnson and Virgie P. Johnson; thence in an easterly direction along said Johnson lot 109-1/2 feet, more or less, to an iron pin, the point of beginning."

Less that portion of the property for the widening of Middle Street and Fifth Avenue to the City of Franklin dated October 16, 1979, and recorded May 5, 1980, in Deed Book 249 at page 53.

Less that portion of the property for the widening of Middle Street to the City of Franklin dated September 27, 1967, and recorded October 2, 1967, in Deed Book 67, at page 1031.

The Bank of Franklin was renamed to United Community Bank on August 27, 1990. On October 21, 2000 the bank was acquired by F&M Bank-Atlantic. On March 16, 2002 the bank was acquired by Branch Banking and Trust Company of Virginia merged into Branch Banking and Trust Company December 31, 2006.

It being the same property conveyed to Franklin Redevelopment and Housing Authority, a Political Subdivision of the Commonwealth of Virginia by Deed from Branch Banking and Trust Company, a North Carolina Banking Corporation dated March 10, 2014, recorded March 13, 2014 in the Clerk's Office of the Circuit Court of Southampton County, Virginia as Instrument No. 140000510.

The conveyance is made subject to easements, conditions and restrictions of record affecting the above described property.

The execution and delivery of this Deed is made pursuant to authority granted by resolution of the Board of Commissioners of the Franklin Redevelopment and Housing Authority adopted on the ___ day of _____, 2021, a copy of which resolution is attached hereto as Exhibit A

WITNESS the following signature and seal:

FRANKLIN REDEVELOPMENT AND HOUSING AUTHORITY

BY: _____ (SEAL)
Gwendolyn V. Blue, Acting Executive Director

STATE OF _____

CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____
day of _____, 2021 by Gwendolyn V. Blue, Acting Executive Director of
Franklin Redevelopment and Housing Authority.

NOTARY PUBLIC

Registration No:

My commission expires:

The foregoing deed and conveyance are hereby accepted by the City Council of the City of Franklin, Virginia pursuant to a Resolution adopted by the City Council on July 12, 2021, which Resolution is attached hereto as Exhibit B.

City Council of the City of Franklin, Virginia, a political subdivision of the Commonwealth of Virginia

By: _____(SEAL)

Frank M. Rabil, Mayor

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of July, 2021, by Frank M. Rabil as Mayor of the City of Franklin, Virginia, a political subdivision of the Commonwealth of Virginia, in his capacity as Mayor and on behalf of the City of Franklin.

_____(SEAL)

Notary Public

Registration No.:

My Commission expires:

APPROVED AS TO FORM:

Sands Anderson PC
Vivian Seay Giles, Esquire
City Attorney

RESOLUTION

WHEREAS, the Franklin Redevelopment and Housing Authority has entered into a sales contract with The City of Franklin for the sale of the property known as 100 East Fourth Avenue, Franklin, VA 23851, and;

WHEREAS, it is necessary that the Board of Commissioners of the Franklin Redevelopment and Housing Authority authorize and approve the execution of the deed and other necessary documents to convey the subject property to the City of Franklin.

NOW, THEREFORE, BE IT RESOLVED THAT

The Board of Commissioners of the Franklin Redevelopment and Housing Authority authorizes Gwendolyn V. Blue, the Executive Director (Acting) of the Franklin Redevelopment and Housing Authority, to execute and deliver the deed and any other necessary documents to convey 100 East Fourth Avenue, Franklin, Virginia from Franklin Redevelopment and Housing Authority to the City of Franklin.

This Resolution passed, approved and adopted this _____ day of June, 2021.

BY: _____(SEAL)
Andrew R. Page, Chair

STATE OF _____
CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this ___ day of _____, 2021 by Andrew R. Page, Chair of the Franklin Redevelopment and Housing Authority.

My commission expires:

_____(SEAL)
NOTARY PUBLIC



*Office of the City Manager
Amanda C. Jarratt*

July 7, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Historic Preservation Ordinance Follow Up

Background Information

In October of 2006 Franklin City Council adopted the attached Historic Preservation Ordinance. In addition, a local Commission was appointed and design guidelines were developed. The notice to property owners regarding the implementation of the Design Guidelines was not sent to those in the impacted district. The ordinance, previous City Council minutes, minutes from the Historic Preservation Review Board, and the developed Design Guidelines are attached for your review. The appointments previously made to the Board have expired. Should Council want to restart this process individuals will have to be formally appointed by Council.

Needed Action

Provide direction to staff.

ARTICLE XXIA **Historic Preservation Ordinance**

[Added 10-23-2006]

§ 21A.8 **Appeals.**

§ 21A.1 **Purpose.**

§ 21A.2 **Creation of Franklin Historic Preservation Commission.**

§ 21A.3 **Statement of powers and authority.**

§ 21A.4 **Commission membership and procedures.**

§ 21A.5 **Historic overlay zoning.**

§ 21A.6 **COA procedure.**

§ 21A.7 **Exceptions following a disaster or in a state of emergency.**

§ 21A.8 **Appeals.**

§ 21A.1 **Purpose.**

The primary purpose of this ordinance is to provide for the protection of historic and architectural areas in the City of Franklin in the interest of improving the public health, safety, convenience and welfare of its citizens. Specifically, the ordinance seeks to.

(1)

Identify and encourage the protection of historic landmarks, historic areas, and areas of unique architectural value;

(2)

Encourage revitalization of historic and architectural areas;

(3)

Encourage development and construction of new buildings which are compatible with the existing scale and character of surrounding historic and architectural areas;

(4)

Prevent the intrusion of adverse environmental influences in historic and architectural areas;

(5)

Encourage a diversity of architectural style, including contemporary architectural expression;

(6)

Maintain and improve property values by

a.

Providing incentives for the upkeep, rehabilitation and restoration of older structures in a safe and healthful manner, and

b.

Encouraging development that will lead to the continuance, conservation and improvement of the city's historic, cultural, and architectural resources and institutions within their settings;

(7)

Promote tourism, enhance business and industry, and promote an enhanced quality of life within the city through protection of historic, cultural, and archaeological resources.

§ 21A.2 Creation of Franklin Historic Preservation Commission.

This ordinance hereby establishes the Franklin Historic Preservation Commission, hereinafter referred to as the Commission. The Commission shall administer the provisions of this ordinance.

§ 21A.3 Statement of powers and authority.

(a)

The jurisdiction of the Commission is, in general, the city limits of the City of Franklin. The jurisdiction of the Commission for the recommendation of properties to be designated historic is the city limits of City of Franklin. The jurisdiction of the Commission for the review of proposed alteration to buildings, new construction, and demolition is the individual properties and areas that have been designated by the City of Franklin as Historic Landmarks and Historic Overlay Zoning Districts.

(b)

It shall be the duty of the Commission to:

(1)

Undertake surveys of local heritage resources;

(2)

Recommend to the Planning Commission individual structures, buildings, sites, areas or objects to be designated by ordinance as Historic Landmarks and recommend to the Planning Commission districts to be designated by ordinance as Historic Overlay Zoning Districts;

(3)

Recommend to the Planning Commission designation of individual structures, buildings, sites, areas or objects as Historic Landmarks be revoked or removed for cause and recommend to the Planning Commission that designation of any areas as Historic Overlay Zoning Districts or part thereof be revoked or removed for cause;

(4)

Review and approve or deny applications regarding construction, reconstruction, alteration or restoration of buildings or structures, including signs, that have either been designated as Historic Landmarks or that are located in a designated Historic Overlay Zoning District; and

(5)

Review and approve or deny applications to raze, demolish, or move Historic Landmarks or buildings or structures in a designated Historic Overlay Zoning District.

§ 21A.4 Commission membership and procedures.

(a)

Seven (7) members shall compose the Commission. No members shall concurrently hold any other municipal office. All members of the Commission shall:

(1)

Have demonstrated their general knowledge of the community and concern for the welfare of the total community and its citizens; and

(2)

Have a demonstrated interest in, competence for, and/or knowledge of historic preservation and construction methods.

(b)

Membership shall include the following:

(1)

At least one design professional, preferably a state-licensed architect;

(2)

At least one state-licensed realtor;

(3)

At least one licensed class A contractor

(4)

At least two residents or owners of property with Historic Overlay Zoning, including at least one owner or resident of the residential section and at least one owner or tenant of the business section; and

(5)

At least one individual at large.

(c)

C. Members shall be residents of the City of Franklin. They shall represent each ward of the city, unless qualified candidates are not found within each ward.

(d)

Members shall serve without compensation except for reimbursement for authorized expenses attendant to the performance of their duties.

(e)

The term of office for members of the Commission shall be as follows:

Seats 1, 2, and 3: terms expire in 2009 and in every subsequent third year (in 2012, 2015, 2018, and so on);

Seats 4 and 5: terms expire in 2010 and in every subsequent third year (in 2013, 2016, 2019, and so on);

Seats 6 and 7: terms expire in 2011 and in every subsequent third year (in 2014, 2017, 2020, and so on).

All terms shall expire on June 30 of the calendar year in which the expiration falls.

(f)

New members shall assume their duties at the first regular meeting after the later of these two events: the new member's appointment or the expiration of the term of the previous member. Each member shall serve until his successor is appointed and installed. The City Council shall act promptly to make appointments in order to avoid vacant seats and the continued service of members with expired terms.

(g)

Any vacancy, whether created by removal for cause or by a member's resignation, shall be filled for the unexpired term as soon as may reasonably be accomplished by the Mayor and City Council in the same manner as the original appointment. Any appointed member of the Commission may be removed by the Council without cause.

(h)

The Commission shall organize itself, electing by majority vote at the first meeting of each calendar year a Chairperson and Vice-Chairperson from among its members. If a vacancy occurs in either office prior to the expiration of the full term, another election following the same procedure shall be conducted at the first meeting thereafter to fill the remainder of the office. The chairperson shall conduct the meetings of the Commission.

(i)

A staff member of the City of Franklin Department of Community Development shall serve as Secretary of the Commission. The Secretary shall keep the minutes of the meetings and a permanent record of all resolutions, motions, transactions, and determinations.

(j)

Each member of the Commission shall be entitled to one vote on any question before the Commission, and the decisions of the Commission shall be determined by a majority vote of members present. A quorum of four voting members present is required before the review board may take any official action. Motions on which there is a tied vote shall be regarded as defeated.

(k)

Meetings of the Commission shall be held monthly when there is business, at least bi-monthly regardless of business, at the call of the Chairperson, and at such other times as the Commission may determine.

(1)

The Commission shall adopt rules of procedure at the first meeting of each calendar year.

(2)

The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question.

(3)

Robert's Rules of Order shall govern the conduct of meetings, except as otherwise provided by the Commission.

(4)

Four (4) members of the Commission shall constitute a quorum for conducting business.

(l)

Potential conflicts of interest are governed by Title 2.2, Chapter 31 of the Code of Virginia. Members disqualified from hearing an application who remain present at the meeting, however, shall be counted as present in the quorum.

§ 21A.5 Historic overlay zoning.

(a)

Designation. The Commission shall review designation reports for Historic Landmarks and for Historic Overlay Districts and make recommendation to the Planning Commission to initiate an amendment to the Zoning ordinance. Proposed designations shall follow the same procedure for adoption as other changes and amendments to the zoning ordinance, as outlined in Article XXVIII.

(b)

Certificate of Appropriateness (COA) required for alterations. No building or structure, including signs, designated as a Historic Landmark or within any Historic Overlay District shall be erected or the exterior reconstructed, altered or restored unless and until an application for a COA shall have been approved by the Commission or, on appeal, by the governing body of the locality. A COA shall be issued if the application demonstrates that the proposed work will be architecturally compatible with the historic landmarks, buildings, or structures in the Historic Overlay District as defined by the guidelines for Historic Overlay Zoning Districts adopted by the City Council. A building permit shall not be issued for work within the Historic Overlay Zoning District without a valid COA for the same work; any building permit not issued in conformance with this ordinance shall be considered void.

(c)

COA required for demolition or moving Historic Landmarks or buildings or structures with Historic Overlay Zoning. No buildings or structures set forth as Historic Landmarks pursuant to this ordinance in § 29.05(d)(1), or buildings or structures within any Historic Overlay Zoning District shall be razed, demolished, or moved until the razing, demolition, or moving thereof is

approved by the review board, or, on appeal, by the governing body after consultation with the review board.

(d)

Criteria for designation. Any ordinance setting forth Historic Landmarks and applying the Historic Overlay Zoning District to a property or area shall contain the following provisions, among such others as the City Council may deem appropriate.

(1)

A finding that individual properties set forth as Historic Landmarks:

a.

Have been listed individually on the Virginia Landmarks Register by the Virginia Board of Historic Resources or as contributing properties in a historic district listed on the Virginia Landmarks Register by the Virginia Board of Historic Resources, or

b.

Have important historic, architectural, archaeological, or cultural interest, or

c.

Are properties where historic events occurred or which have special public value because of notable architectural, archaeological, or other features relating to the cultural or artistic heritage of the city of such significance as to warrant conservation and preservation.

(2)

A finding that an area where Historic Overlay Zoning District zoning will be applied is:

a.

An historic district listed on the Virginia Landmarks Register by the Virginia Board of Historic Resources, or

b.

Adjacent to a property previously or concurrently set forth as an Historic Landmark, or

c.

An area containing one or more buildings or places in which historic events occurred or having special public value because of notable architectural, archaeological or other features relating to the cultural or artistic heritage of the city of such significance as to warrant conservation and preservation; or

d.

Of unique architectural value located within a designated conservation, rehabilitation or redevelopment districts; or

e.

Encompasses parcels of land contiguous to arterial streets or highways (as designated pursuant to Title 33.1 of the Code of Virginia, including § 33.1-41.1 of that title) found by the City Council to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures, or districts therein or in a contiguous locality.

(3)

The design review criteria that shall apply to development, new construction, demolition, or exterior alterations in the designated district or at the designated property. Such criteria may be incorporated into the ordinance by reference to a separate document approved by the City Council.

§ 21A.6 COA procedure.

(a)

Application for a COA shall be made by the owner of the building, structure, or land, or by the owner's representative. If by the owner's representative, the application shall include written authorization from the owner. Such application shall include the COA cover form produced by the City and all required supporting information listed on the form; the form is available at City Hall or on the City's website.

(b)

If the application consists solely of Minor Work items, as defined in § 21A.06 (j), the Commission Secretary shall review the application within seven (7) working days of receipt and issue a COA if the Secretary finds that the work is architecturally compatible as defined by the guidelines approved by City Council. If the Commission secretary cannot issue a COA because the application does not meet the Guidelines, the Commission secretary shall advise the applicant of such and allow the applicant to revise or amend the application appropriately. If the applicant chooses, the applicant can elect to send the original application to the Commission for review.

(c)

Any COA application for exterior alterations which are shown, through adequate documentation, to have been approved for a tax credit under either the federal rehabilitation tax credit program or the similar Virginia state tax credit program

may also be reviewed and approved by the Commission secretary. A completed COA application form must still be filed with any required supporting documentation in addition to the documentation demonstrating approval for federal or Virginia state rehabilitation tax credits for the same work. If the Commission secretary cannot issue a COA because the application does not meet the Guidelines, the application shall be heard by the Commission at its next hearing provided that a complete application was submitted ten (10) business days before the next hearing, excluding the day of the hearing.

(d)

If the application includes any Major Work, the entire application shall be heard by the Commission at its next hearing provided that a complete application was submitted ten (10) business days before the next hearing, excluding the day of the hearing. The Commission secretary shall place complete applications on the appropriate agenda in the order in which the applications are received. A sign shall be posted at the property which is the subject of the application, at least seven (7) days prior to the Commission's meeting, identifying the time, date, place, and nature of the application which has been scheduled for a hearing.

(e)

In reviewing applications, the Commission shall employ established criteria in accordance with the Guidelines. The Commission shall approve applications that are found to be architecturally compatible with Historic Landmarks or Historic Overlay Zoning Districts, as defined by the Guidelines. The Commission shall not consider interior arrangement and shall not make any requirements except for the purpose of preventing developments that are not architecturally compatible with Historic Landmarks or Historic Overlay Zoning Districts. Paint color shall not be regulated.

(f)

The Commission shall either approve a COA, with or without conditions, or deny a COA within thirty days of the first hearing of the application. The Commission shall state all reasons for disapproval in writing. The time period for a decision on a certificate of appropriateness may be extended by mutual agreement between the applicant and the Commission.

(g)

In the case of a denied COA application, an applicant cannot submit a substantially similar application for the same property for one (1) year. An

applicant may request a rehearing of an application if the Commission determines that proper COA procedures were not followed.

(h)

The COA shall be a standardized form signed by the Chairperson, Vice-Chairperson, or Secretary of the Commission. The COA shall state the specific exterior changes that will result from the proposed work for which the application has been made and shall state that those changes are approved by the Commission. A COA shall be valid for six (6) months from the date of its issuance. If the work is not begun within six (6) and thereafter diligently pursued, a new COA shall be obtained prior to the commencement of work.

(i)

Nothing in this ordinance shall be construed to prevent the ordinary repair and maintenance of any exterior elements of any building or structure. Ordinary repair and maintenance is work done to prevent deterioration or to replace parts of a building, structure, sign, or exterior architectural feature with equivalent materials in order to correct any deterioration, decay of or damage to any such building, structure, sign, or exterior architectural feature. Ordinary repair and maintenance is work that results in no exterior change in appearance, or material.

(j)

Minor Work and Major Work items are listed in the chart below.

| Minor Work | Major Work |
|--|-------------------|
| | Minor Work |
| ACCESSORY STRUCTURES AND GARAGES | |
| New construction, 144 square feet or more | |
| New construction, less than 144 square feet | X |
| Accessory buildings additions, 144 square feet or more | |
| Accessory buildings additions, less than 144 square feet | X |
| Alterations to existing accessory building | X |
| Removal or demolition of accessory building | |
| Addition or removal of carport | |
| ARCHAEOLOGICAL RESOURCES | |
| Alteration or removal of any significant archaeological features | |

| Minor Work | Major Work |
|---|-------------------|
| AWNINGS, CANOPIES, SHUTTERS | |
| Installation/change/removal of awnings, canopies, or shutters | X |
| CHIMNEYS | |
| Construction/alteration/removal of chimneys | X |
| DEMOLITION AND RELOCATION | |
| Partial or complete demolition of any structure | |
| Relocation into, out of, or within the CHD | |
| DRIVEWAYS AND PARKING | |
| Alteration/addition/removal of existing driveways | X |
| Construction of new driveways when no part of the drive occupies space in front of the house | X |
| Construction of new driveways when part of the drive occupies space in front of the house | |
| Alteration/removal of existing parking lots | X |
| Construction of new parking lot | |
| FENCES, WALLS, HEDGES | |
| Construction or planting of new fences, walls, hedges or other screen plantings when 42" or less in height | X |
| Construction or planting of new fences, walls, hedges or other screen plantings when more than 42" in height | |
| EXTERIOR ALTERATIONS to PRIMARY BUILDING (see separate category for ACCESSORY STRUCTURES AND GARAGES) | |
| Addition of any size | |
| Addition or expansion of porch (including entirely new porch and expansion of existing porch) | |
| Alteration/removal of any character-defining features | |
| Alteration of existing porches (excluding additions or changes to character-defining features) | X |
| Alteration of roof coverings | X |

| Minor Work | Major Work |
|--|-------------------|
| Alteration of roof to prevent damage to the resource | X |
| Alteration of exposed foundation | X |
| Construction/alteration/removal of masonry | X |
| Construction/installation of new exterior stairs and steps | X |
| Installation/addition/removal of gutters and downspouts | X |
| Installation/alteration/removal of exterior lighting fixtures | X |
| Installation/alteration/removal of vents and ventilators | X |
| Alteration/removal of existing windows or doors that are not character defining | X |
| Installation of new windows or doors | X |
| Installation/alteration/removal of storm windows or doors | X |
| NEW CONSTRUCTION of primary building on parcel | |
| PATIOS, DECKS, AND WALKWAYS | |
| Alteration/addition/removal of patios | X |
| Construction of deck when less than 32" high | X |
| Construction of deck when 32" high or higher | |
| Alteration/removal of existing decks | X |
| Installation of satellite dishes and/or television antennae | X |
| SIGNS | |
| Installation/alteration/removal of signs | X |
| Alteration/addition/removal of exterior stairs and steps | X |
| SWIMMING POOLS | |
| Installation of swimming pools | |
| Installation/alteration of swimming pool accessory structures/landscaping | X |
| Removal/alteration of swimming pools/accessory structures/landscaping | X |
| TREE REMOVAL | |
| Removal of dead, diseased, or dangerous tree when condition determined by certified arborist | X |

| Minor Work | Minor Work | Major Work |
|--|-------------------------|----------------------|
| Removal of tree less than 8 inches in diameter, measured 4-1/2 feet above ground level | X | |
| Removal of tree 8 inches or more in diameter, measured 4-1/2 feet above ground level | | |
| OTHER CASES | | |
| Renewal of expiring COA | X | |
| Changes to approved COA | Most changes | Change |
| Work items not listed here | Items staff deems minor | Items s natur guidel |
| Emergency installation of temporary protective features that do not permanently alter the resource: six month duration; replacement with in-kind reconstruction or an approved COA | X | |

§ 21A.7 Exceptions following a disaster or in a state of emergency.

In the event of a natural disaster or when state of emergency is declared by the city, state, or federal government,

(1)

The Commission or Commission staff may authorize temporary disaster-related repairs in order to weatherproof or stabilize a damaged building/structure (waiver shall not relieve the applicant/property owner of making permanent repairs that meet the established guidelines).

(2)

The immediate restoration or maintenance of any existing above-ground utility structure is hereby authorized as long as repair results in no exterior change from the appearance before the disaster or state of emergency.

(3)

The Commission may waive all application deadline and notification requirement pertaining to disaster-related repairs.

§ 21A.8 Appeals.

(a)

Any person aggrieved by any decision of the Commission may appeal such decision to the City Council, provided that the appeal is filed within fourteen (14) calendar days from the date of the Commission's decision, by submitting a written notice of appeal to the Zoning Administrator, setting forth the grounds for the appeal. The appeal shall stay the decision of the Commission pending the outcome of the appeal to the Council, except that the filing of the petition shall not stay the decision of the City Council if the decision denies the right to raze or demolish a historic landmark, building, or structure. The Council may consult with the Commission in relation to any appeal and may require documentation of any Commission decision prior to hearing the appeal. The City Council may affirm, reverse or modify the Commission's decision and shall notify the Director of Community Development of its action.

(b)

Any person aggrieved by a final decision of the City Council may appeal to the local circuit court by filing a petition at law, setting forth the alleged illegality of the City Council's action, within thirty (30) days after the final decision is rendered by the City Council. The filing of the petition shall stay the decision of the City Council pending the outcome of the appeal to the court, except that the filing of the petition shall not stay the decision of the City Council if the decision denies the right to raze or demolish a historic landmark, building, or structure.

(c)

In addition to the right of appeal hereinabove set forth, the owner of a historic landmark, building, or structure, the razing or demolition of which is subject to the provisions in § 21A.5(c), shall, as a matter of right, be entitled to raze or demolish such landmark, building, or structure provided that:

(1)

The owner has applied to the governing body for such right,

(2)

The owner has for the period of time set forth in the same schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell the landmark, building, or structure, and the land pertaining thereto, to the City or to any person, firm, corporation, government, or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the landmark, building, or structure and the land pertaining thereto, and

(3)

No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building, or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal which may be taken to the court from the decision of the City Council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the governing body, but thereafter the owner may renew his request to the governing body to approve the razing or demolition of the historic landmark, building, or structure. The time schedule for offers to sell shall be as follows: three months when the offering price is less than \$25,000; four months when the offering price is \$25,000 or more but less than \$40,000; five months when the offering price is \$40,000 or more but less than \$55,000; six months when the offering price is \$55,000 or more but less than \$75,000; seven months when the offering price is \$75,000 or more but less than \$90,000; and twelve months when the offering price is \$90,000 or more.

The Franklin City Council held a regular meeting on Monday, October 23, 2006 at 7:00 p.m. in Council Chambers, 207 W. Second Avenue.

Council members in attendance: James P. Council, III, Mayor, Rosa Lawrence, Mary Hilliard, Mark Fetherolf, Charles Wrenn and Joseph Scislowicz. ABSENT: Raystine Johnson, Vice-Mayor.

Staff in attendance: Rowland Taylor, City Manager, William E. Donnelly, III, City Attorney, Russ Pace, Director of Public Works, Amanda Crocker, City Planner, Dave Howe, Director of Franklin Power & Light, Andy Rose, Director of Finance, Phil Hardison, Chief of Police, Carolyn Joyner, Personnel Director, Jim Oliver, Interim Director of Social Services, Vince Holt, Chief of Fire and Rescue, Frank Davis, Director of Parks and Recreation, Sheryl Frazier, Director of Franklin Redevelopment and Housing Authority and Erin Turner, Executive Assistant.

Others in attendance: Dinah Babb, Treasurer.

Invocation

Councilman Scislowicz offered the invocation.

Citizens' Time

Mary Abbitt. 1200 Clay Street. **Flood.** Mrs. Abbitt wants the City to research ways to prevent future floods. She believes that the river should be dredged since that has not been done since the 1940s.

Sol W. Rawls, Jr. 5801 Clay Street. **Cemetery Purchase.** Mr. Rawls stated that the Camp Foundation sold land to the City at \$2,000/acre in an effort to allow for an expansion of the Poplar Springs Cemetery. This sale was made four years ago and nothing has been done since. Mr. Rawls would very much like for the City to proceed with expansion plans for Poplar Springs and pass on the deal with Southampton Memorial Park. All of the property sold on Homestead Road was sold with the understanding that it would be adjacent to the expanded cemetery.

Clarence Baker. Employee Relations. Mr. Baker stated that he has been receiving several phone calls from employees working within the Public Works Department. He said that the morale is low and employees are scared to talk. Promotions, new hires and salaries are being questioned. Mr. Baker asked Council to look into the matter and see if anything can be done to resolve the current situation. Mr. Baker further added that he gets great service from the Public Works Department.

Approval of Minutes of the September 25, 2006 meeting

On motion made by Mrs. Hilliard and seconded by Mr. Wrenn it was unanimously RESOLVED that the minutes for the September 25, 2006 meeting were approved as

submitted. The vote on this motion was as follows: AYE: Mr. Council, Mr. Wrenn, Mrs. Lawrence, Mr. Fetherolf, Mr. Scislowicz, Ms. Johnson and Mrs. Hilliard. NO: none. ABSENT: Ms. Johnson.

Star Performer Awards

Mayor Council presented Star Performer Awards to James Brown, Chase Pace and Madison Evans, all of whom are Public Works employees, for their daring rescue of a citizen that drove her vehicle into high water and began to submerge.

Mayor Council presented a Star Performer Award to Deborah Boone of the Community Development Department for her assistance in getting address numbers for the many homes and buildings within the City that did not have properly posted address numbers. Her hard work was a tremendous help to Fire and Rescue, as well as Police and various other departments throughout the City.

Introduction of New Employees

Vince Holt introduced Katherine “Kate” Mason, the City’s newest Firefighter/EMT.

Dave Howe introduced Chase Pace, the City’s newest Tree Trimmer Trainee.

Rowland Taylor introduced David Merrick, the new Downtown Franklin Association Director.

Public Hearing on Historic Preservation Ordinance

Cynthia de Miranda of Edwards-Pittman Environmental gave a brief presentation on Historic Preservation. In order to move forward with appointing a commission, the ordinance must first be adopted.

Mayor Council opened the floor for discussion.

With no one requesting to speak, Mayor Council then closed the Public Hearing.

Discussion was held by Council regarding the Historic Preservation Ordinance.

Article XXIA. Historic Preservation Ordinance

Section 21A.1 Purpose

The primary purpose of this ordinance is to provide for the protection of historic and architectural areas in the City of Franklin in the interest of improving the public health, safety, convenience and welfare of its citizens. Specifically, the ordinance seeks to

- (a) identify and encourage the protection of historic landmarks, historic areas, and areas of unique architectural value;
- (b) encourage revitalization of historic and architectural areas;

- (c) encourage development and construction of new buildings which are compatible with the existing scale and character of surrounding historic and architectural areas;
- (d) prevent the intrusion of adverse environmental influences in historic and architectural areas;
- (e) encourage a diversity of architectural style, including contemporary architectural expression;
- (f) maintain and improve property values by
 - (1) providing incentives for the upkeep, rehabilitation and restoration of older structures in a safe and healthful manner, and
 - (2) encouraging development that will lead to the continuance, conservation and improvement of the city's historic, cultural, and architectural resources and institutions within their settings;
- (g) promote tourism, enhance business and industry, and promote an enhanced quality of life within the city through protection of historic, cultural, and archaeological resources.

State law references: Preservation of historical sites and architectural areas, Code of Virginia, § 15.2-2306; "Historic area" defined, Code of Virginia, § 15.2-2201; zoning districts, Code of Virginia, §§ 15.2-2280, 15.2-2282.

Section 21A.2 Creation of Franklin Historic Preservation Commission

This ordinance hereby establishes the Franklin Historic Preservation Commission, hereinafter referred to as the Commission. The Commission shall administer the provisions of this ordinance.

State law references: Review board authorized, Code of Virginia, § 15.2-2306. Section 21A.3 Statement of Powers and Authority

- (a) The jurisdiction of the Commission is, in general, the city limits of the City of Franklin. The jurisdiction of the Commission for the recommendation of properties to be designated historic is the city limits of City of Franklin. The jurisdiction of the Commission for the review of proposed alteration to buildings, new construction, and demolition is the individual properties and areas that have been designated by the City of Franklin as Historic Landmarks and Historic Overlay Zoning Districts.
- (b) It shall be the duty of the Commission to:
 - (1) undertake surveys of local heritage resources;
 - (2) recommend to the Planning Commission individual structures, buildings, sites, areas or objects to be designated by ordinance as Historic Landmarks and recommend to the Planning Commission districts to be designated by ordinance as Historic Overlay Zoning Districts;
 - (3) recommend to the Planning Commission designation of individual structures, buildings, sites, areas or objects as Historic Landmarks be revoked or removed for cause and recommend to the Planning Commission that designation of any areas as Historic Overlay Zoning Districts or part thereof be revoked or removed for cause;

(4) review and approve or deny applications regarding construction, reconstruction, alteration or restoration of buildings or structures, including signs, that have either been designated as Historic Landmarks or that are located in a designated Historic Overlay Zoning District; and

(5) review and approve or deny applications to raze, demolish, or move Historic Landmarks or buildings or structures in a designated Historic Overlay Zoning District. Section 21A.4 Commission Membership and Procedures

(a) Seven (7) members shall compose the Commission. No members shall concurrently hold any other municipal office. All members of the Commission shall:

(1) have demonstrated their general knowledge of the community and concern for the welfare of the total community and its citizens; and

(2) have a demonstrated interest in, competence for, and/or knowledge of historic preservation and construction methods.

(b) Membership shall include the following:

(1) at least one design professional, preferably a state-licensed architect;

(2) at least one state-licensed realtor;

(3) at least one licensed class A contractor

(4) at least two residents or owners of property with Historic Overlay Zoning, including at least one owner or resident of the residential section and at least one owner or tenant of the business section; and

(5) at least one individual at large.

(c) Members shall be residents of the City of Franklin. They shall represent each ward of the city, unless qualified candidates are not found within each ward.

(d) Members shall serve without compensation except for reimbursement for authorized expenses attendant to the performance of their duties.

(e) The term of office for members of the Commission shall be as follows:

Seats 1, 2, and 3: terms expire in 2009 and in every subsequent third year (in 2012, 2015, 2018, and so on);

Seats 4 and 5: terms expire in 2010 and in every subsequent third year (in 2013, 2016, 2019, and so on);

Seats 6 and 7: terms expire in 2011 and in every subsequent third year (in 2014, 2017, 2020, and so on).

All terms shall expire on June 30 of the calendar year in which the expiration falls.

(f) New members shall assume their duties at the first regular meeting after the later of these two events: the new member's appointment or the expiration of the term of the previous member. Each member shall serve until his successor is appointed and installed. The City Council shall act promptly to make appointments in order to avoid vacant seats and the continued service of members with expired terms.

(g) Any vacancy, whether created by removal for cause or by a member's resignation, shall be filled for the unexpired term as soon as may reasonably be accomplished by the Mayor and City Council in the same manner as the original appointment. Any appointed member of the Commission may be removed by the Council without cause.

(h) The Commission shall organize itself, electing by majority vote at the first meeting of each calendar year a Chairperson and Vice-Chairperson from among its members. If a vacancy occurs in either office prior to the expiration of the full term, another election following the same procedure shall be conducted at the first meeting thereafter to fill the remainder of the office. The chairperson shall conduct the meetings of the Commission.

(i) A staff member of the City of Franklin Department of Community Development shall serve as Secretary of the Commission. The Secretary shall keep the minutes of the meetings and a permanent record of all resolutions, motions, transactions, and determinations.

(j) Each member of the Commission shall be entitled to one vote on any question before the Commission, and the decisions of the Commission shall be determined by a majority vote of members present. A quorum of four voting members present is required before the review board may take any official action. Motions on which there is a tied vote shall be regarded as defeated.

(k) Meetings of the Commission shall be held monthly when there is business, at least bi-monthly regardless of business, at the call of the Chairperson, and at such other times as the Commission may determine.

(1) The Commission shall adopt rules of procedure at the first meeting of each calendar year.

(2) The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question.

(3) *Robert's Rules of Order* shall govern the conduct of meetings, except as otherwise provided by the Commission.

(4) Four (4) members of the Commission shall constitute a quorum for conducting business.

(l) Potential conflicts of interest are governed by Title 2.2, Chapter 31 of the Code of Virginia. Members disqualified from hearing an application who remain present at the meeting, however, shall be counted as present in the quorum.

Section 21A.5 Historic Overlay Zoning

(a) **Designation.** The Commission shall review designation reports for Historic Landmarks and for Historic Overlay Districts and make recommendation to the Planning Commission to initiate an amendment to the Zoning ordinance. Proposed designations shall follow the same procedure for adoption as other changes and amendments to the zoning ordinance, as outlined in Article XXVIII.

(b) **Certificate of Appropriateness (COA) required for alterations.** No building or structure, including signs, designated as a Historic Landmark or within any Historic Overlay District shall be erected or the exterior reconstructed, altered or restored unless and until an application for a COA shall have been approved by the

Commission or, on appeal, by the governing body of the locality. A COA shall be issued if the application demonstrates that the proposed work will be architecturally compatible with the historic landmarks, buildings, or structures in the Historic Overlay District as defined by the guidelines for Historic Overlay Zoning Districts adopted by the City Council. A building permit shall not be issued for work within the Historic Overlay Zoning District without a valid COA for the same work; any building permit not issued in conformance with this ordinance shall be considered void.

(c) COA required for demolition or moving Historic Landmarks or buildings or structures with Historic Overlay Zoning. No buildings or structures set forth as Historic Landmarks pursuant to this ordinance in Section 29.05(d)(1), or buildings or structures within any Historic Overlay Zoning District shall be razed, demolished, or moved until the razing, demolition, or moving thereof is approved by the review board, or, on appeal, by the governing body after consultation with the review board.

(d) Criteria for designation. Any ordinance setting forth Historic Landmarks and applying the Historic Overlay Zoning District to a property or area shall contain the following provisions, among such others as the City Council may deem appropriate.

(1) A finding that individual properties set forth as Historic Landmarks:

- (a) have been listed individually on the Virginia Landmarks Register by the Virginia Board of Historic Resources or as contributing properties in a historic district listed on the Virginia Landmarks Register by the Virginia Board of Historic Resources, or
- (b) have important historic, architectural, archaeological, or cultural interest, or
- (c) are properties where historic events occurred or which have special public value because of notable architectural, archaeological, or other features relating to the cultural or artistic heritage of the city of such significance as to warrant conservation and preservation.

(2) A finding that an area where Historic Overlay Zoning District zoning will be applied is:

- (a) an historic district listed on the Virginia Landmarks Register by the Virginia Board of Historic Resources, or
- (b) adjacent to a property previously or concurrently set forth as an Historic Landmark, or
- (c) an area containing one or more buildings or places in which historic events occurred or having special public value because of notable architectural, archaeological or other features relating to the cultural or artistic heritage of the city of such significance as to warrant conservation and preservation; or
- (d) of unique architectural value located within a designated conservation, rehabilitation or redevelopment districts; or
- (e) encompasses parcels of land contiguous to arterial streets or highways (as designated pursuant to Title 33.1 of the Code of Virginia, including § [33.1-41.1](#) of that title) found by the City Council to be significant routes of tourist access

to the locality or to designated historic landmarks, buildings, structures, or districts therein or in a contiguous locality.

(3) The design review criteria that shall apply to development, new construction, demolition, or exterior alterations in the designated district or at the designated property. Such criteria may be incorporated into the ordinance by reference to a separate document approved by the City Council.

State law references: Preservation of historical sites and architectural areas, Code of Virginia, § 15.2-2306 Section 21A.6 COA Procedure

(a) Application for a COA shall be made by the owner of the building, structure, or land, or by the owner's representative. If by the owner's representative, the application shall include written authorization from the owner. Such application shall include the COA cover form produced by the City and all required supporting information listed on the form; the form is available at City Hall or on the City's website.

(b) If the application consists solely of Minor Work items, as defined in Section 21A.06 (j), the Commission Secretary shall review the application within seven (7) working days of receipt and issue a COA if the Secretary finds that the work is architecturally compatible as defined by the guidelines approved by City Council. If the Commission secretary cannot issue a COA because the application does not meet the Guidelines, the Commission secretary shall advise the applicant of such and allow the applicant to revise or amend the application appropriately. If the applicant chooses, the applicant can elect to send the original application to the Commission for review.

(c) Any COA application for exterior alterations which are shown, through adequate documentation, to have been approved for a tax credit under either the federal rehabilitation tax credit program or the similar Virginia state tax credit program may also be reviewed and approved by the Commission secretary. A completed COA application form must still be filed with any required supporting documentation in addition to the documentation demonstrating approval for federal or Virginia state rehabilitation tax credits for the same work. If the Commission secretary cannot issue a COA because the application does not meet the Guidelines, the application shall be heard by the Commission at its next hearing provided that a complete application was submitted ten (10) business days before the next hearing, excluding the day of the hearing.

(d) If the application includes any Major Work, the entire application shall be heard by the Commission at its next hearing provided that a complete application was submitted ten (10) business days before the next hearing, excluding the day of the hearing. The Commission secretary shall place complete applications on the appropriate agenda in the order in which the applications are received. A sign shall be posted at the property which is the subject of the application, at least seven (7) days prior to the Commission's meeting, identifying the time, date, place, and nature of the application which has been scheduled for a hearing.

(e) In reviewing applications, the Commission shall employ established criteria in accordance with the Guidelines. The Commission shall approve applications that are found to be architecturally compatible with Historic Landmarks or Historic Overlay Zoning Districts, as defined by the Guidelines. The Commission shall not consider

interior arrangement and shall not make any requirements except for the purpose of preventing developments that are not architecturally compatible with Historic Landmarks or Historic Overlay Zoning Districts. Paint color shall not be regulated.

(f) The Commission shall either approve a COA, with or without conditions, or deny a COA within thirty days of the first hearing of the application. The Commission shall state all reasons for disapproval in writing. The time period for a decision on a certificate of appropriateness may be extended by mutual agreement between the applicant and the Commission.

(g) In the case of a denied COA application, an applicant cannot submit a substantially similar application for the same property for one (1) year. An applicant may request a rehearing of an application if the Commission determines that proper COA procedures were not followed.

(h) The COA shall be a standardized form signed by the Chairperson, Vice-Chairperson, or Secretary of the Commission. The COA shall state the specific exterior changes that will result from the proposed work for which the application has been made and shall state that those changes are approved by the Commission. A COA shall be valid for six (6) months from the date of its issuance. If the work is not begun within six (6) and thereafter diligently pursued, a new COA shall be obtained prior to the commencement of work.

(i) Nothing in this ordinance shall be construed to prevent the ordinary repair and maintenance of any exterior elements of any building or structure. Ordinary repair and maintenance is work done to prevent deterioration or to replace parts of a building, structure, sign, or exterior architectural feature with equivalent materials in order to correct any deterioration, decay of or damage to any such building, structure, sign, or exterior architectural feature. Ordinary repair and maintenance is work that results in no exterior change in appearance, or material.

(j) Minor Work and Major Work items are listed in the chart below.

| | <i>Minor Work</i> | <i>Major Work</i> |
|--|-------------------|-------------------|
| ACCESSORY STRUCTURES AND GARAGES | | |
| New construction, 144 square feet or more | | X |
| New construction, less than 144 square feet | X | |
| Accessory buildings additions, 144 square feet or more | | X |
| Accessory buildings additions, less than 144 square feet | X | |
| Alterations to existing accessory building | X | |
| Removal or demolition of accessory building | | X |
| Addition or removal of carport | | X |
| | | |
| ARCHAEOLOGICAL RESOURCES | | |
| Alteration or removal of any significant archaeological features | | X |
| | | |
| AWNINGS, CANOPIES, SHUTTERS | | |
| Installation/change/removal of awnings, canopies, or shutters | X | |
| | | |
| CHIMNEYS | | |

| | | |
|---|-------------------|-------------------|
| Construction/alteration/removal of chimneys | X | |
| | | |
| DEMOLITION AND RELOCATION | | |
| Partial or complete demolition of any structure | | X |
| Relocation into, out of, or within the CHD | | X |
| | | |
| DRIVEWAYS AND PARKING | | |
| Alteration/addition/removal of existing driveways | X | |
| Construction of new driveways when no part of the drive occupies space in front of the house | X | |
| | <i>Minor Work</i> | <i>Major Work</i> |
| Construction of new driveways when part of the drive occupies space in front of the house | | X |
| Alteration/removal of existing parking lots | X | |
| Construction of new parking lot | | X |
| | | |
| FENCES, WALLS, HEDGES | | |
| Construction or planting of new fences, walls, hedges or other screen plantings when 42” or less in height | X | |
| Construction or planting of new fences, walls, hedges or other screen plantings when more than 42” in height | | X |
| | | |
| EXTERIOR ALTERATIONS to PRIMARY BUILDING (see separate category for ACCESSORY STRUCTURES AND GARAGES) | | |
| Addition of any size | | X |
| Addition or expansion of porch (including entirely new porch and expansion of existing porch) | | X |
| Alteration/removal of any character-defining features | | X |
| Alteration of existing porches (excluding additions or changes to character-defining features) | X | |
| Alteration of roof coverings | X | |
| Alteration of roof to prevent damage to the resource | X | |
| Alteration of exposed foundation | X | |
| Construction/alteration/removal of masonry | X | |
| Construction/installation of new exterior stairs and steps | X | |
| Installation/addition/removal of gutters and downspouts | X | |
| Installation/alteration/removal of exterior lighting fixtures | X | |
| Installation/alteration/removal of vents and ventilators | X | |
| Alteration/removal of existing windows or doors that are not character defining | X | |
| Installation of new windows or doors | X | |
| Installation/alteration/removal of storm windows or doors | X | |
| | | |
| NEW CONSTRUCTION of primary building on parcel | | X |

| | | |
|--|-------------------------|---|
| | | |
| PATIOS, DECKS, AND WALKWAYS | | |
| Alteration/addition/removal of patios | X | |
| Construction of deck when less than 32" high | X | |
| Construction of deck when 32" high or higher | | X |
| Alteration/removal of existing decks | X | |
| Installation of satellite dishes and/or television antennae | X | |
| | <i>Minor Work</i> | <i>Major Work</i> |
| SIGNS | | |
| Installation/alteration/removal of signs | X | |
| Alteration/addition/removal of exterior stairs and steps | X | |
| | | |
| SWIMMING POOLS | | |
| Installation of swimming pools | | X |
| Installation/alteration of swimming pool accessory structures/landscaping | X | |
| Removal/alteration of swimming pools/accessory structures/landscaping | X | |
| | | |
| TREE REMOVAL | | |
| Removal of dead, diseased, or dangerous tree when condition determined by certified arborist | X | |
| Removal of tree less than 8 inches in diameter, measured 4-1/2 feet above ground level | X | |
| Removal of tree 8 inches or more in diameter, measured 4-1/2 feet above ground level | | X |
| | | |
| OTHER CASES | | |
| Renewal of expiring COA | X | |
| Changes to approved COA | most changes | changes staff deems substantial in nature |
| Work items not listed here | items staff deems minor | items staff deems substantial in nature or not addressed by guidelines or clear precedent |
| Emergency installation of temporary protective features that do not permanently alter the resource: six month duration; replacement with in-kind reconstruction or an approved COA | X | |

State law references: Approval required, Code of Virginia, § 15.2-2306

Section 21A.7 Exceptions following a disaster or in a state of emergency

In the event of a natural disaster or when state of emergency is declared by the city, state, or federal government,

(a) The Commission or Commission staff may authorize temporary disaster-related repairs in order to weatherproof or stabilize a damaged building/structure (waiver shall not relieve the applicant/property owner of making permanent repairs that meet the established guidelines).

(b) The immediate restoration or maintenance of any existing above-ground utility structure is hereby authorized as long as repair results in no exterior change from the appearance before the disaster or state of emergency.

(c) The Commission may waive all application deadline and notification requirement pertaining to disaster-related repairs.

Section 21A.8 Appeals

(a) Any person aggrieved by any decision of the Commission may appeal such decision to the City Council, provided that the appeal is filed within fourteen (14) calendar days from the date of the Commission's decision, by submitting a written notice of appeal to the Zoning Administrator, setting forth the grounds for the appeal. The appeal shall stay the decision of the Commission pending the outcome of the appeal to the Council, except that the filing of the petition shall not stay the decision of the City Council if the decision denies the right to raze or demolish a historic landmark, building, or structure. The Council may consult with the Commission in relation to any appeal and may require documentation of any Commission decision prior to hearing the appeal. The City Council may affirm, reverse or modify the Commission's decision and shall notify the Director of Community Development of its action.

(b) Any person aggrieved by a final decision of the City Council may appeal to the local circuit court by filing a petition at law, setting forth the alleged illegality of the City Council's action, within thirty (30) days after the final decision is rendered by the City Council. The filing of the petition shall stay the decision of the City Council pending the outcome of the appeal to the court, except that the filing of the petition shall not stay the decision of the City Council if the decision denies the right to raze or demolish a historic landmark, building, or structure.

(c) In addition to the right of appeal hereinabove set forth, the owner of a historic landmark, building, or structure, the razing or demolition of which is subject to the provisions in Section 21A.5(c), shall, as a matter of right, be entitled to raze or demolish such landmark, building, or structure provided that:

(1) the owner has applied to the governing body for such right,

(2) the owner has for the period of time set forth in the same schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell the landmark, building, or structure, and the land pertaining thereto, to the City or to any person, firm, corporation, government, or agency

thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the landmark, building, or structure and the land pertaining thereto, and

(3) no bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such landmark, building, or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal which may be taken to the court from the decision of the City Council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the governing body, but thereafter the owner may renew his request to the governing body to approve the razing or demolition of the historic landmark, building, or structure. The time schedule for offers to sell shall be as follows: three months when the offering price is less than \$25,000; four months when the offering price is \$25,000 or more but less than \$40,000; five months when the offering price is \$40,000 or more but less than \$55,000; six months when the offering price is \$55,000 or more but less than \$75,000; seven months when the offering price is \$75,000 or more but less than \$90,000; and twelve months when the offering price is \$90,000 or more.

State law references: Appeal to circuit court, Code of Virginia, § 15.2-2306

On a motion made by Mr. Wrenn and seconded by Mr. Fetherolf, the Historic Preservation Ordinance was adopted with changes made by the Planning Commission. The vote on this motion was as follows: AYE: Mr. Council, Mr. Wrenn, Mr. Fetherolf, Mrs. Lawrence, Mr. Scislowicz and Mrs. Hilliard. NO: none. ABSENT: Ms. Johnson.

Public Hearing on Purchase of Southampton Memorial Park

Mayor Council opened the floor for discussion regarding the purchase of the Southampton Memorial Park located on Pretlow Street.

Sol W. Rawls, Jr. 5801 Clay Street. Mr. Rawls asked Council not to take any action at this time. He also stated that the City should sell back the land to the Camp Foundation at the same price in which the City purchased it if the City decides to purchase the Southampton Memorial Cemetery. Mr. Rawls was clear in his request that the City not buy the new cemetery.

With no one requesting to speak, Mayor Council then closed the Public Hearing.

Discussion was held by Council regarding the purchase of the cemetery. A consensus was reached to not take any action at this time.

Consent Agenda

1. Financial Matters – Budget Amendment 2007-06.

2. Personnel Manual Clarification – Call Back Pay:

Employees called in to work outside their normally scheduled working hours shall be entitled to receive at least a minimum of two (2) hours' pay at the appropriate overtime rate, or pay for the actual hours worked, whichever is greater. Employees shall be paid from the time they leave home to report to work until the time they are released. Employees are not paid for the time they spend returning home. **If an employee is called back to work on a holiday, the holiday pay section of this plan shall govern employee pay, but in no case shall the amount of time paid be less than two hours.**

On a motion made by Mr. Wrenn and seconded by Mr. Fetherolf, the consent agenda was unanimously approved by Council. The vote on this motion was as follows: AYE: Mrs. Hilliard, Mr. Council, Mr. Fetherolf, Mrs. Lawrence, Mr. Wrenn and Mr. Scislowicz. NO: none. ABSENT: Ms. Johnson.

Ratification of the Declaration of Emergency

RESOLUTION RATIFYING AND CONSENTING TO DECLARATION OF LOCAL EMERGENCY ON OCTOBER 9, 2006

Whereas, the Director of Emergency Services of the City of Franklin, Virginia did find on October 9, 2006 as follows:

1. That a Nor'easter generating rainfall in excess of thirteen inches was approaching the City of Franklin, Virginia from a northeasterly direction and was expected to cause severe flooding of the Blackwater River which meanders along the eastern boundary of the City; and,
2. That as a result of possible flooding which might have accompanied this nor'easter the City of Franklin was facing a condition of extreme peril which would put into jeopardy the lives and property of the residents of the city; and
3. That as a result of this extreme peril, the declaration of the existence of an emergency was necessary to permit the full powers of city government to deal with this condition of peril; and
4. That the City Council could not convene due to the exigent circumstances; and
5. That on October 9, 2006, pursuant to Section 44-146.21 of the Code of Virginia, the Director of Emergency Services proclaimed and declared that a local emergency existed in the City of Franklin, Virginia; and
6. That during the existence of the emergency the powers, functions and duties of the Director of Emergency Services (the City Manager), the Coordinator of Emergency Services (the Chief of the Fire and Rescue Department), the Deputy Coordinator of

Emergency Services (the Deputy Chief of the Fire and Rescue Department), emergency services organizations and city departments would be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions and emergency operations plan of the City of Franklin, Virginia in order to mitigate the effects of such emergency; and

7. That the City Manager, the Director of Finance and their designees, were authorized to expend funds from the City's unappropriated fund balances to cover the reasonable operational costs of emergency services as would be deemed necessary to cover the expected scope of the emergency, subject to subsequent ratification of such expenditures by City Council.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Section 44-146.21 of the Code of Virginia, the City Council of the City of Franklin, Virginia hereby RESOLVES that it does ratify, confirm and consent to the actions of the Director of Emergency Services in proclaiming and declaring that a local emergency existed in the City of Franklin, Virginia beginning on October 9, 2006 and the actions taken by the Director of Emergency Services, the Coordinator of Emergency Services, the Deputy Coordinator of Emergency Services and members of city departments in responding to the local emergency.

DECLARATION OF LOCAL EMERGENCY ON OCTOBER 9, 2006 BY THE CITY OF FRANKLIN, VIRGINIA DIRECTOR OF EMERGENCY SERVICES

1. A northeaster began dumping rain on southeastern Virginia and the east coast of the State of Virginia on Friday, October 6, 2006 and continued on Saturday, October 7, 2006 and a portion of Sunday, October 8, 2006; and
2. Said rain event caused an extreme amount of rain to fall in the watershed of the Blackwater River above the City of Franklin subsequently causing flooding of low lying areas adjacent and along the Blackwater River; and
3. Said flooding elevation at Franklin along the Blackwater River is 12 feet and this rain event prediction of the Blackwater River cresting at 22.9 feet by the National Weather Service, Wakefield, Virginia location which would produce probably and potential flooding in the Downtown Franklin, Virginia area thereby affecting numerous businesses and residences; and
4. This event will require the evacuation of certain areas along, at a minimum, Broad Street, Mechanic Street, Bowers Road and a portion of Franklin Street and possibly some businesses along Main Street and South Streets; among others, and
5. That as a result of the aforementioned flooding accompanying the northeaster, the City of Franklin was facing a condition of extreme peril which would put into jeopardy the lives and property of the residents of the City; and

6. That as a result of this extreme peril, the declaration of the existence of an emergency is necessary to permit the full powers of City government to deal with this condition of peril; and

7. That during the existence of this emergency, the powers, functions and duties of the Director of Emergency Services (the City Manager), the Coordinator of Emergency Services (the Chief of the Department of Emergency Services – Fire and Rescue), the Deputy Coordinator of Emergency Services (the Deputy Chief of Emergency Services – Fire and Rescue) emergency services organizations and City departments would be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions and emergency operations plan of the City of Franklin, Virginia in order to mitigate the effects of such emergency; and

8. That the City Manager, the Director of Finance and their designees, are hereby authorized to expend funds from the City's unappropriated fund balances to cover the reasonable operational costs of emergency services as would be deemed necessary to cover the expected scope of the emergency, subject to subsequent ratification of such expenditures by City Council.

9. Now, therefore, I, Rowland L. Taylor, Director of Emergency Services for the City of Franklin, Virginia, do hereby proclaim and declare that a local emergency exists in the City of Franklin, Virginia effective on the 9th of October, 2006.

On a motion made by Mrs. Hilliard and seconded by Mrs. Lawrence, the Resolution ratifying and consenting to the Declaration of Local Emergency on October 9, 2006 was unanimously approved by Council. The vote on this motion was as follows: AYE: Mrs. Hilliard, Mr. Council, Mr. Fetherolf, Mrs. Lawrence, Mr. Wrenn and Mr. Scislowicz. NO: none. ABSENT: Ms. Johnson.

On a motion made by Mr. Scislowicz and seconded by Mrs. Lawrence, it was unanimously approved to waive permit fees for those affected by the flood. The vote on this motion was as follows: AYE: Mrs. Hilliard, Mr. Council, Mr. Fetherolf, Mrs. Lawrence, Mr. Wrenn and Mr. Scislowicz. NO: none. ABSENT: Ms. Johnson.

Various departments used this opportunity to update Council on the clean-up and assessments of damage. Community Development advised that there were a total of 37 residences affected which amounted to \$340,000.00 in damages. There were a total of 50 businesses affected which amounted to \$2.6 million in commercial and agricultural loss. Emergency Services advised Council that S.W. Rawls was 99% clean and Birdsong had completed their clean-up operations.

Many of the departments, as well as Council, took the time to thank all of the employees, volunteers, agencies and organizations that were able to assist the City of Franklin during the flood.

Town Meeting & Council Retreat

Based on a consensus, the Town Meeting is scheduled for November 13, 2006. Council agreed to use the same facilitator as last year and to try and condense the event into one day.

Closed Session

On motion made by Mr. Fetherolf and seconded by Mrs. Hilliard it was unanimously RESOLVED that Council meet in closed session to discuss (1) appointments to committees and boards by Council and to consult with the city attorney concerning a contract relating to the Blackwater Regional Library as permitted by Virginia Code Section 2.2-3711 (A)(1) and (7).

The vote on this motion was as follows: AYE: Mr. Scislowicz, Mrs. Lawrence, Mr. Fetherolf, Mrs. Hilliard, Mr. Council and Mr. Wrenn. NO: none. ABSENT: Ms. Johnson.

Certification

On motion made by Mr. Fetherolf and seconded by Mr. Scislowicz, it was unanimously RESOLVED that City Council hereby certifies that to the best of the knowledge of each member only public business matters identified in the motion which the closed meeting was convened were discussed, heard or considered. The vote on this motion was as follows: AYE: Mr. Council, Mr. Scislowicz, Mrs. Lawrence, Mr. Fetherolf and Mr. Wrenn, Mrs. Hilliard. NO: none. ABSENT: Ms. Johnson.

Adjournment

There being no further business, on motion duly made, seconded and unanimously adopted the meeting was adjourned at 10:42 P.M. The vote on this motion was as follows: AYE: Mr. Scislowicz, Mrs. Lawrence, Mr. Wrenn, Mr. Council, Mr. Fetherolf, and Mrs. Hilliard. NO: none. ABSENT: Ms. Johnson.

Mayor

Clerk to City Council

HISTORIC PRESERVATION COMMISSION MEETING
September 8, 2008

A meeting of the Historic Preservation Commission was held on Monday, September 8, 2008 at 4:00 p.m. in the Administration Conference Room at 207 West Second Avenue, Franklin, VA.

Members Present: Ms. Betty Moore Chairman, Mr. Chris Crowder, Mrs. Mary Lilley, Mrs. Patti Rabil, Mr. Alvin Blow

Members Absent: Ms. Loleatha Neclos, Ms. Betsy Brantley

Other Attendees: Mrs. Amanda C. Jarratt, Secretary

The meeting was called to order at 4:05 p.m.

Staff distributed a spread sheet recording the attendance of the Historic Commission members. Staff indicated that this meeting was the first time a quorum had been present since November of 2007.

A discussion was held about the importance of attendance at the Historic Commission meetings in order to move forward with implementing the Design Guidelines and the expansion of the Historic District.

Staff pointed out section Article VII Section 6 which states, "Should a member fail to attend more than one-quarter of the total combined regular and committee meetings of the Commission to which a member has been assigned within a given fiscal year, the Chair with the concurrence of a majority of the entire Commission, may recommend to the City Council that a vacancy be declared." Staff indicated that one year would elapse with the November 2008 meeting of the Historic Commission.

A motion was made by Mary Lilley with a second from Patti Rabil unanimously carried by those present instructing staff to draft a letter to members Betsy Brantley and Loleatha Neclos informing them of this section of the by-laws and requesting that they indicate their willingness to continue to serve on the Historic Commission. If staff receives no response then the Historic Commission will declare a vacancy at the November 2008 meeting and City Council to appoint new members.

Staff asked the members of the Commission if the first Monday of every month at 4:00 p.m. was still a convenient time to meet. The members of the Commission indicated that no time change was necessary.

A motion was made by Chris Crowder with a second from Alvin Blow unanimously carried by those present to forward the Design Guidelines to the Planning Commission for their comment and consideration.

The Commission and staff held a detailed discussion of the draft map of the proposed additions to the Historic District. The Commission members instructed staff to produce an

additional map clearly outlining the boundaries of the Historic District for their next meeting.

There being no further business to come before the Commission the meeting was adjourned at 4:55 p.m.

Secretary

Chairman

HISTORIC PRESERVATION COMMISSION MEETING
October 6, 2008

A meeting of the Historic Preservation Commission was held on Monday, October 6, 2008 at 4:00 p.m. in the Administration Conference Room at 207 West Second Avenue, Franklin, VA.

Members Present: Ms. Betty Moore Chairman, Mr. Chris Crowder, Mrs. Mary Lilley, and Mr. Alvin Blow (arrived at 4:30)

Members Absent: Ms. Loleatha Neclos, Ms. Betsy Brantley, Mrs. Patti Rabil

Other Attendees: Mrs. Amanda C. Jarratt, Secretary

The meeting was called to order at 4:05 p.m.

Staff distributed the minutes for review and approval by the Commission.

Staff indicated that the Draft Design Guidelines had been distributed to the City of Franklin Planning Commission for their review. Staff also shared that letters had been sent to inactive members Betsy Brantley and Loleatha Neclos informing them of the attendance policy and asking them to contact staff if they were still interested in serving on the Historic Preservation Commission. Staff has received no response from either member.

The Commission and staff held a detailed discussion of the draft map of the proposed additions to the Historic District. Commission members made several additions and corrections to the proposed map to include all of the Downtown District in the Historic District. A motion was made by Mary Lilley with a second from Alvin Blow to forward the proposed expansion of the Historic District map to the Planning Commission for their review and recommendation. The vote by the Commission was unanimous.

Staff was instructed to send out prior to the next meeting a draft staff report and resolution from the Historic Commission to City Council requesting that two vacancies be declared on the Historic Commission.

There being no further business to come before the Commission the meeting was adjourned at 4:45 p.m.

Secretary

Chairman

HISTORIC PRESERVATION COMMISSION MEETING
December 1, 2008

A meeting of the Historic Preservation Commission was held on Monday, December 1, 2008 at 4:00 p.m. in the Administration Conference Room at 207 West Second Avenue, Franklin, VA.

Members Present: Ms. Betty Moore Chairman, Mr. Chris Crowder, Mrs. Mary Lilley, Mrs. Patti Rabil, Mr. Alvin Blow arrived at 4:20

Members Absent: Ms. Loleatha Neclos, Ms. Betsy Brantley

Other Attendees: Mrs. Amanda C. Jarratt, Secretary

The meeting was called to order at 4:05 p.m.

Staff informed the Historic Commission of the impact that the recent budget cuts may have on the Historic Commission. Staff indicated they would update the Commission further at their next meeting.

Staff informed the Historic Commission that after sending a letter to Betsy Brantley and Loleatha Neclos requesting that they indicate their willingness to continue to serve on the Historic Commission staff had received no communication from either member.

A motion was made by Mary Lilley with a second from Patti Rabil unanimously carried by those present forwarding a resolution to City Council requesting that two vacancies be declared on the Historic Preservation Commission in accordance with the adopted by-laws and that two new members be appointed.

Staff informed the Commission that the draft design guidelines and draft map had been forwarded to the Planning Commission. The Planning Commission requested that the Historic Commission hold a public information session prior to the setting of the formal public hearing. Staff and the Historic Commission scheduled the public session for January 14, 2009 with two sessions one beginning at 5:00 and 6:00.

With a motion from Patti Rabil with a second from Mary Lilley and unanimously carried by those present the Historic Commission voted to reschedule their January meeting to January 14th at 4:00 with the public information session to follow.

There being no further business to come before the Commission the meeting was adjourned at 4:55 p.m.

Secretary

Chairman

HISTORIC PRESERVATION COMMISSION MEETING
January 14, 2009

A meeting of the Historic Preservation Commission was held on Wednesday January 14, 2009 at 4:00 p.m. in the Administration Conference Room at 207 West Second Avenue, Franklin, VA.

Members Present: Ms. Betty Moore Chairman, Mr. Chris Crowder, Mrs. Mary Lilley, Mr. Alvin Blow

Members Absent: Mrs. Patti Rabil

Other Attendees: Mrs. Amanda C. Jarratt, Secretary

The meeting was called to order at 4:15 p.m.

The previous months minutes were reviewed and approved with a motion from Mrs. Lilley, a second from Mr. Blow and a unanimous vote of those present.

Staff informed the Historic Commission that two vacancies had been declared on the Historic Commission by City Council at their December meeting. Staff has requested that two new members be appointed.

Staff distributed the Design Guidelines that had been reformatted by the consultant.

Staff went over the presentation that was prepared for the public forum.

There being no further business to come before the Commission the meeting was adjourned at 4:55 p.m.

The Historic Commission held a public forum from 5:00 p.m. to 7:00 p.m. in the second floor administrative conference room.

Secretary

Chairman



Local Historic District

Franklin, Virginia



Design Review Guidelines



Produced by MDM Historical Consultants
for the City of Franklin

PROJECT CONSULTANT



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Durham, North Carolina 27702

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Designed by Jennifer Hill

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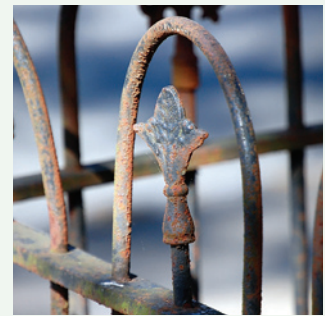
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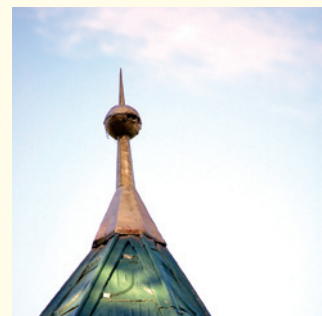
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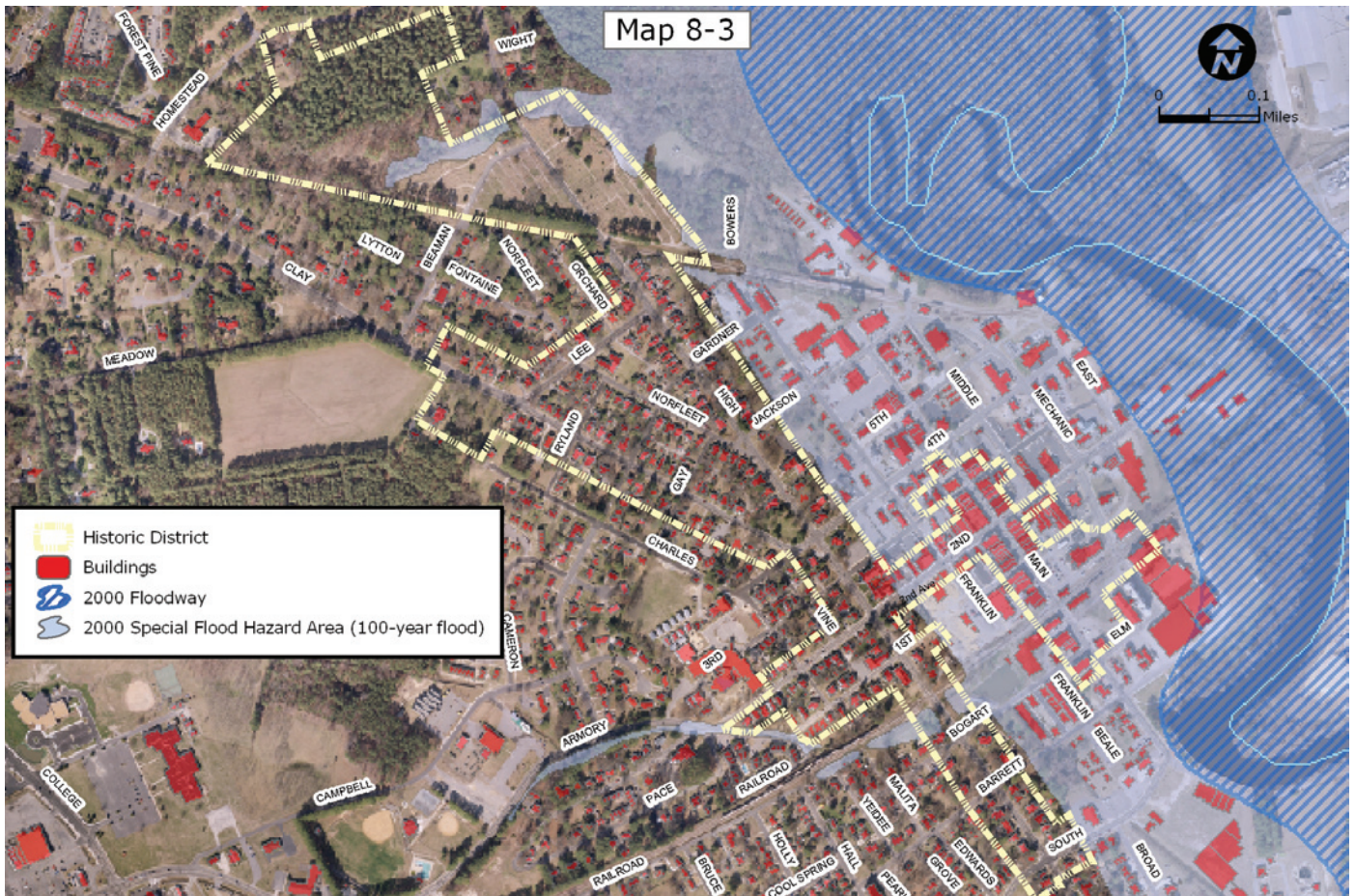


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INTRODUCTION

Are you planning to remodel, erect, or demolish a building within the City of Franklin Historic District? If so, you need this book to guide your work.

THE MAP SHOWS Franklin’s local historic district, which has a special zoning overlay status that protects and enhances its historic character. This Historic Overlay Zoning provides for design review to ensure that alterations and new construction are architecturally compatible with the character of the district.

This book contains the design review guidelines and other information for anyone planning exterior work in the local historic district. *Exterior changes to buildings, construction and demolition, and major al-*

Map of Franklin Historic District: The district includes the downtown commercial area and surrounding historic residential streets. If you are not sure if your building is in the district, call the commission staff at (757) 562-8580.

terations to landscape must go through design review and must meet these guidelines. The application process for securing a Certificate of Appropriateness (COA), which is needed before starting work, is described on pages 4 through 10.

The Franklin Historic Preservation Commission, an all-volunteer body appointed by the City Council, oversees this design review program. The commission receives staff support from the City of Franklin Department of Community Development. You are encouraged to call the commission staff at (757) 562-8580 for help in planning projects according to these guidelines, filling out a COA application, or with any other questions.

EVERYTHING MATTERS



Remember that all buildings in the local district are subject to design review, regardless of size or age or historical and architectural importance. The goal is to protect the district as a whole by respecting the architectural character of each individual building.

INTRODUCTION



Background

IN 2006, the City of Franklin passed a historic preservation ordinance that established the Franklin Historic Preservation Commission and enabled the city to designate local historic districts and apply the overlay zoning that protects architectural character. The goal of the ordinance is to provide for the protection of historic and architectural areas in the City of Franklin in the interest of improving the public health, safety, convenience and welfare of its citizens. With the ordinance, Franklin hopes to

- recognize historic and architecturally significant properties and areas;
- encourage revitalization, development, and construction in those areas;
- maintain and improve property values; and
- promote tourism and enhance business and industry and the overall quality of life in Franklin.

By encouraging a general harmony of style, form, proportion, and material between buildings of diverse historic design and those of contemporary design, the city's historic areas will continue to be distinctive and will be visible reminders of the significant historical and cultural heritage of the City of Franklin and the Commonwealth of Virginia.

Design Review in a Nutshell

THERE ARE TWO PRINCIPLES of design review in a historic district: keep and protect what you have and make sensitive and compatible changes.

Keep and protect what you have.

Protect and repair historic materials and distinctive architectural features so that they don't deteriorate.

Clean buildings gently to protect historic materials. Sandblasting or cleaning with harsh chemicals can destroy historic materials.

Respect individual architectural character and recognize each building, structure, and site as a product of its own time. Do not alter, remove, or add character-defining features that will change or muddle the original or historic architectural style.

Make every reasonable effort to protect and preserve significant site features, like mature trees, that can be affected by a construction project.

Make sensitive and compatible changes.

When you must replace an architectural feature, use elements or designs similar to the originals in size, material, configuration,

texture, and durability.

When replacing missing architectural features, use accurate duplications of features substantiated by reliable historic, physical, or pictorial evidence. Avoid using designs based on other buildings.

When building an addition, site it on the rear elevation whenever possible. Avoid or minimize changes to the building as seen from the public right of way.

Design and build additions or alterations so that, if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure will remain intact.

Contemporary design for alterations and additions to existing properties is encouraged when it does not destroy significant historical, architectural, or cultural material and when the design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment. New construction should look new *and* be compatible.

Design Review in Franklin: Frequently Asked Questions

What is Design Review?

Design review in a local historic district protects its unique character. Property owners use design review guidelines to help them develop an appropriate method of repairing, maintaining, or improving their property while keeping architectural integrity intact. The guidelines provide resources and assistance to property owners and residents to help them care for historic buildings appropriately and protect and enhance their property values.

How does the Design Review process work?

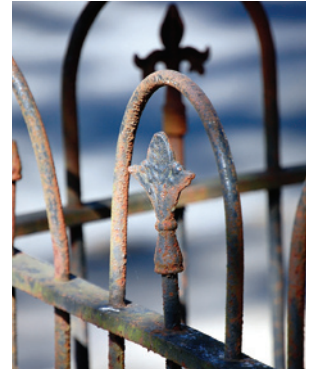
You must get a Certificate of Appropriateness (COA) from the Franklin Historic Preservation Commission before starting any total or partial demolition; most exterior alterations, modifications, or additions; or any new construction within a local historic district.

Alteration includes changes and/or additions to an existing building or structure. New construction refers to the erection of an entirely new building or structure and includes but is not limited to new houses, outbuildings, commercial buildings, storage buildings, and retaining walls. A COA is also required before moving any building into, out of, or within a local historic district.

The commission reviews changes to the exterior only, as well as significant site features (such as mature shade trees), re-grading, and major landscaping. The commission does not govern the use of a building; the proposed use of a building cannot be considered at a COA hearing.

The commission *must* approve your application if it meets all the guidelines. The commission may only deny applications when the proposed work is architecturally incompatible with the prevailing historic character of the local historic district. These design review guidelines present objective standards by which applications can be evaluated for architectural compatibility.

Buildings, site features, and materials that are architecturally incompatible with the historic character of the district do exist in the district; such items were introduced after the period of historic significance and before the introduction of the local historic district overlay zoning. You are not required to remove incompatible construction or inappropriate materials that already exist in the district. It is not appropriate, however, to introduce construction or materials that are not compatible with the district's overall character based on the argument that it already exists in the district. Additionally, if you remove an existing inappropriate feature or material—such as a chain-link



Architectural character is not just found in buildings. Franklin's wrought iron fences are elegant complements to the historic dwellings in the residential district.



INTRODUCTION



Major Work generally includes new construction, additions, or alterations to major architectural features like porches, rooflines, or fenestration. Major Work projects commonly involve several guidelines topics and benefit from staff assistance and commission input. Minor Work, on the other hand, includes straightforward projects that involve just one or two guidelines topics, such as installation of storm windows or painting a sign on a shop window.



fence or aluminum siding—you will not get a COA that allows you to reintroduce the inappropriate feature or material to the site or building.

Does all work have to go through the Design Review Process?

No. Routine maintenance and repair that *does not result in a change in exterior appearance to the building and/or parcel* does not need design review. If some bricks come loose at the top of your chimney and you need to repoint them, go ahead—as long as the chimney looks the same when the work is finished as it always looked. *Paint color is also not reviewed.*

Interior work does not require design

review, but if an interior design requires that changes be made to the exterior, then the exterior work will need a COA. Replacing a linoleum floor with tile, for instance, does not require design review. But if your new kitchen design requires removal of a window to accommodate a new stretch of countertop, you need to file an application for the removal of the window and your plans for patching the hole. None of the work that relates to the interior should be included in the application. If the exterior work is inappropriate, however, providing details of the interior work to staff can help in brainstorming a new idea that achieves the goals of the kitchen redesign without compromising the exterior architecture.

My proposed job is simple and meets the guidelines; do I really have to wait a month for the next Commission hearing to get a COA?

Probably not. Work that requires a COA is divided into two categories: Minor Work and Major Work. Applications that consist only of Minor Work will be reviewed by the commission staff person, who works in the Department of Community Development. You can drop off your application and, if all the work meets the guidelines, the staff person can issue your COA within seven working days. Even better, discuss the work during your planning phase with the commission staff. This will likely speed the review time and make getting your COA even simpler and faster. If the work does not meet the guidelines, the commission staff will make recommendations on how you could change the application so that it does meet the guidelines. The staff person cannot deny COA applications, however, so if the work does not meet the guidelines and the staff person cannot approve it, *and* if you don't want to change the application, it will automatically go to the hearing of the full commission for their ruling.

How do I get a COA?

- 1 Begin by reading the guidelines that relate to your project.
- 2 Check other regulations, including other sections of the zoning code and FEMA requirements, if appropriate.
- 3 Contact the State Historic Preservation Office to see if your project qualifies for rehabilitation tax credits. More information is available on their website. http://www.dhr.virginia.gov/tax_credits/tax_credit.htm
- 4 If your project is substantial in scope, get a rough idea of what you want the work to achieve and discuss it with commission staff, perhaps on site, to plan the work so that it is compatible with the guidelines.

- 5 Consult with professional designers, if you choose, now that you have the results of the previous steps. (If you plan to have an architect or contractors complete the application process in your place, the architect or contractor can complete the above steps for you. It is important, however, for the project decision-makers to be very familiar with the guidelines.)
- 6 File an application describing your work; by reading these guidelines and working with commission staff while you plan your project, you'll save yourself lots of time when you fill out the application form. The application is reviewed by commission staff and approved within seven working days if the project is considered Minor Work and meets all relevant guidelines. Otherwise, the application is heard at the monthly public meeting of the commission. If you have read and followed these guidelines and consulted with commission staff as needed, you should feel confident that you will receive your COA.

How do I know if my work is Minor Work or Major Work?

The commission staff can tell you, or you can check the Minor Works list published on the city's website.

How do I file a Minor Work COA application?

Minor Work applications can be reviewed and approved by commission staff within seven working days of filing a complete application consisting only Minor Work. One application can include several Minor Work items; if any item of work listed in an application falls under the Major Work category, however, the entire application will be considered a Major Work application (see below for application procedures for Major Work). If a contemplated project includes both Minor Work and



REHABILITATION TAX CREDITS

The money you spend rehabilitating a historic property in Franklin can net you a tax credit from both the federal government and the State of Virginia. Both credits are dollar-for-dollar reductions in your income tax liability. The federal credit is twenty percent of the cost of an eligible rehabilitation and the state credit is twenty-five percent. Virginia taxpayers can qualify under both programs if the property is in the State of Virginia.

To qualify, a building must be a Certified Historic Structure and the work must meet the Secretary of the Interior's Standards for Rehabilitation. The Secretary's Standards are the basis of these design review guidelines. You can get more information through the Virginia Department of Historic Resources at www.dhr.virginia.gov/tax_credit_faq.htm or by calling the Tidewater Regional Office of the State Historic Preservation Office in Newport News at (757) 886-2807.

INTRODUCTION

Major Work items, the applicant may find it helpful to file one application for all the Minor Work and a second application for any Major Work. Consultation with commission staff during the project planning period can facilitate the separation of tasks into Major Work and Minor Work and can expedite the filing and reviewing of applications.

Note that commission staff may not deny applications. If staff cannot approve a Minor Work application because it does not meet the design guidelines, that application will be heard by the commission at a regularly scheduled hearing (the application must meet regular hearing deadlines). The applicant, however, also has the option of changing the application so that it does meet the guidelines and can be approved by staff. In such cases, staff will indicate which portions of the proposed work do not meet the guidelines so that the applicant can revise as needed.

There is no application fee for filing Minor Work applications.

How do I file a Major Work COA application?

Major Work generally includes new construction, additions, demolition, or similar major changes to a building or parcel. The application process runs much more smoothly if you consult with commission staff early in the project planning process to ensure that your application is complete and filed on time. Early consultation for more complicated projects also increases the likelihood that work is planned in a manner that meets the guidelines.

The deadline for receiving complete COA applications is fifteen (15) business days before the COA hearing,

excluding the day of the hearing. Deliver your application to the commission staff in the Department of Community Development. A schedule of the COA hearings and application filing deadlines is available on the City of Franklin website at www.franklinva.com.

Please note that you must file a *complete* application before the deadline. The commission staff needs time to photocopy all the application information and deliver it to the commission members; the members then need time to review the application and make a site visit, if appropriate. Commission staff receives all applications and checks them for completeness. Applications that include Major Work are added to the COA agenda in the order that the applications are received, as long as the application is complete. Commission staff will notify applicants if applications are not complete and advise on what elements are lacking. However, if an incomplete application is filed only a day or two before the deadline, there is a strong possibility that there will not be time for commission staff to review the application for completeness, contact the applicant, and receive the additional application before the deadline passes.

The Commission staff can advise you of the fee for filing a Major Work application.

How do I know if my application is complete?

The best thing to do is consult with the commission staff as you are planning the project; the staff person will let you know what to include in the application.

A complete application consists of at least the following:

- a City of Franklin COA application form legibly completed in blue or black ink;
- a thorough written description of work proposed with references to all sections of the design guidelines that apply to the proposal;
- a description of all materials to be used, including samples if requested;
- a description of all exterior changes that will result from proposed work;
- photographs (clear color photographic prints or printed color versions of clear digital images at least 3" x 5" in size) of existing conditions and of surrounding properties and streetscapes, as appropriate;
- an accurate survey (new or recent) showing existing conditions and the location of proposed additions, demolition, new construction, or landscaping, if any such work is included in the application; and
- accurate drawings of each affected elevation depicting proposed work with sufficient detail to show the architectural design of the building and the proposed work.

Some items listed above may be deemed not necessary for a specific application on a case-by-case basis.

Is the public notified when COA applications are filed?

For Major Work applications only. When a Major Work application is filed for a particular property, a sign will be posted at that property at least seven (7) days before the hearing.

How are COA applications reviewed?

Upon receiving a complete application for a property in the local historic district, the commission shall base approval or denial only upon the specific criteria stated in these design review guidelines as approved by City Council. In cases of Minor Work review, commission staff shall base ap-



Outbuildings, garages, driveways, landscaping, and fences or walls also can contribute or detract from the district's architectural character. All these items are subject to design review and all are covered in these guidelines. To help focus your thoughts when planning a project remember these two basic ideas: Keep and protect what you have and make compatible changes.

proval only upon the specific criteria stated in these design review guidelines.

The Commission or commission staff does not consider the building's use or interior arrangement when reviewing applications.

What happens after my COA is approved?

The commission will send you the COA and minutes of the hearing within ten (10) working days of approval of plans. The COA is valid for six (6) months from the date of approval by the commission. You may file for your building permit, if needed for the project, any time during that period. A Certificate of Appropriateness will be required for any exterior improvements whether or

not a building permit is required. Work on the project must begin before the COA expires and must proceed along a reasonable schedule with no significant work stoppages. If the COA expires before work begins, the applicant must file a new application for the work, resubmitting all required materials for approval by the commission.

If you know that you will not be able to start work or even apply for a building permit before your COA expires, you may at any time while the COA is valid request an extension of the six-month time limitation. A renewal or extension request is considered a Minor Work item, but you will need to state the reason that you cannot begin the work during the initial six-month period.

INTRODUCTION



What if my application is denied a COA?

The commission will deny your application if it finds that the proposed work does not meet the specific criteria in these design review guidelines. When the application is reviewed, the commission will explicitly state how the application fails to meet the guidelines when making a motion to for denial. Then, the commission will provide the minutes of the hearing of the application to the applicant within ten working days of the denial of the application.

If the commission denies a COA, a new application affecting the same property may be submitted only if substantial change is made in the plans for the proposed work.

How can I appeal a decision?

The appeals process is established

by the state legislation that enables Franklin to establish the local historic district overlay zoning and its design review guidelines. The legislation states that any person may appeal a decision of the commission to the City Council within fourteen (14) calendar days from the date of notification of the commission's decision. To appeal, you must submit a written notice to the Zoning Administrator, setting forth the grounds for the appeal. The City Council may affirm, reverse, or modify the Commission's decision. You may appeal a decision of the City Council to the local circuit court by filing a petition at law, setting forth the alleged illegality of the City Council's action within thirty (30) days after the final decision is rendered by the City Council. The court may affirm the decision of the City Council, or it may reverse or

modify the decision of the City Council, in whole or in part, if the court finds that the decision of the City Council is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion.

Are there fines or penalties for non-compliance?

The local historic district designation is an overlay zoning designation; if you undertake work that does not meet the guidelines or does not have a COA, you are in violation of the zoning code. The system of fines applied by the City of Franklin for violation of the zoning code applies to violations of this process as well.

Exceptions and Exemptions

Necessary Work Following a Disaster or in a State of Emergency.

In the event of a natural disaster or when a state of emergency is declared by the city, state or federal government, the commission or commission staff may authorize temporary disaster-related repairs in order to weatherproof or stabilize a damaged building or structure. This waiver does not relieve the applicant and/or property owner of making permanent repairs that meet the established guidelines. The commission may waive all application deadline and notification requirements pertaining to disaster-related repairs in order to more efficiently process what may be a surge in applications for urgently needed work.

The immediate restoration or maintenance of any existing above-ground structure is authorized without review as long as the repair results in no exterior change from the appearance before the disaster or state of emergency.



Which sections apply?

CHANCES ARE, you don't need to read the entire set of design review guidelines when you are working on a project. The guidelines have been organized to let you go directly to the section or sections that apply to your

work. If your project doesn't seem to match up with the topics covered by guidelines, check the chart below for more direction. These guidelines are based on the Secretary of the Interior's Standards for the Treatment of Historic Properties.

| IF YOU ARE PLANNING TO: | CHECK THESE SECTIONS OF THE GUIDELINES: |
|--|--|
| Add or repair a porch | Exteriors, Foundations, Porches + Stoops, Roofs |
| Remove an addition | Demolition, Doors + Windows, Exteriors, Foundations, Roofs |
| Remove or alter a chimney | Exteriors: Masonry, Roofs |
| Make an addition | Demolition, Doors + Windows, Exteriors, Foundations, Roofs |
| Alter, add, or remove doors or windows | Doors + Windows, Exteriors |
| Install a fence | Fences + Walls, Major Landscaping + Site Features |
| Build a garage or outbuilding | Doors & Windows; Exterior Materials; Garages + Accessory Buildings |

INTRODUCTION

Historic and Architectural Character of the Franklin Local Historic District

THE COMMERCIAL SECTION of the local Franklin Historic District consists generally of late-nineteenth and early- to mid-twentieth-century brick commercial buildings. Most buildings are two stories tall; a few are a single story or as tall as three stories. Facades display a variety of details from building to building. Corbelled brick cornices or terra cotta versions richly decorated with scrolling floral designs adorn several buildings, including the elaborate Italianate commercial buildings at 102 N. Main Street, 101-103 N. Main Street, and 122 W. Second Avenue, which feature segmental-arched second-story windows with decorative hoods. Along the 100 block of E. Second Avenue, several turn-of-the-twentieth-century single-story buildings feature corner pilasters and corbelled brick parapets.

Many buildings, as is typical in any downtown commercial district, have had alterations to their first-floor storefronts but retain significant historic architectural detailing above. Such is the case with the Colonial Revival commercial buildings at 200 and 202 N. Main Street. Both buildings retain classical detailing in the form of Ionic or Doric pilasters and dentil molding at the cornice.

Other building types downtown include municipal buildings, railroad-related structures, a peanut processing plant, and a theater. The 1916 former Post Office building at N. Main and W. Third Streets is a restrained Neoclassical building with Palladian references. The brick Romanesque Revival Seaboard Coastline Railroad passenger depot on the



200 block of S. Main Street, erected in 1900, retains characteristic deep eaves that extended protectively over waiting passengers. In contrast, the nearby peanut processing plant and related warehouses show little in the way of architectural embellishment, but their presence reflects the importance of manufacturing to Franklin's development.

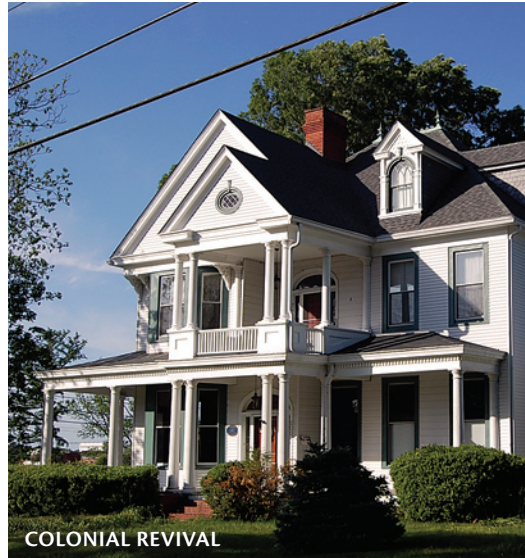
The residential district west of the commercial core exhibits both Franklin's prosperity as well as the lifestyles of its citizens during the late nineteenth through mid-twentieth centuries. The vast majority of houses were built as single-family dwellings, but a few row houses (500-506 W. Second Avenue) were erected in the late nineteenth and early twentieth centuries. The district includes a school gymnasium and a number of churches in addition to residential structures. The churches,

in particular, contribute impressively to architectural diversity in the district, displaying strong renditions of the Gothic Revival, Romanesque Revival, and Tudor Revival styles.

Most houses in the heart of the residential part of the historic district date from the 1880s through the turn of the twentieth century and exhibit a simple, vernacular version of the Queen Anne style closely associated with middle-class, single-family housing of the period. Shingle-style Queen Anne houses also stand in the district. More exuberantly decorated Queen Anne models exist in Franklin as well, such as 600 and 615 N. High Street and 206 W. Fourth Avenue. Collectively, these houses exhibit the flamboyant details associated with high-style Queen Anne design, including turrets and porch gazebos with conical roofs, shingled gables, stained glass



ITALIANATE



COLONIAL REVIVAL



QUEEN ANNE



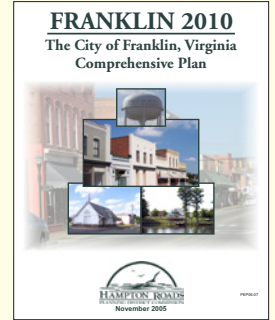
CRAFTSMAN

windows, spindle friezes and turned balusters, and decorative sawnwork.

The Queen Anne mode gave way to the Colonial Revival style around the turn of the century, and several examples are evident in Franklin. The style is articulated particularly well at 200 and 215 S. High Street, where Palladian windows, fanlights, and Doric columns express the classically derived style.

Nationally popular house types and architectural styles dominated beginning in the 1920s and continuing through the 1950s. Early on, weatherboarded and brick veneered versions of the foursquare (508 Clay Street and 302 Lee Street) and bun-

galow (411 High Street) house type were popular, sometimes with modest Craftsman detailing like exposed rafter tails or battered porch posts on brick piers. In the 1930s and 1940s, popular styles in Franklin included Dutch Colonial (405 W. Second Avenue) and Tudor Revival (304 W. Second Avenue; modified), as well as the more generic Period Cottage style (406 W. Fourth Street). In the 1950s, simple, low-slung brick Ranch houses became a popular small-house type along the west end of Clay Street while the Colonial Revival style made a comeback for one-and two-story houses with symmetrical facades and side-gabled roofs (404 W. Fourth Street and 400 Lee Street).



FOR MORE INFORMATION:

The National Register of Historic Places nomination form for the Franklin Historic District has more information about the history and architecture of Franklin. The district was listed in the National Register of Historic Places in 1985 and expanded in 2004, so there are two nomination forms covering the district. Copies of the nominations are available from the Tidewater Regional Office of the State Historic Preservation Office in Newport News. Call the office at (757) 886-2807.

Franklin's most recent comprehensive plan, Franklin 2010, recommended the establishment of a historic preservation ordinance and an architectural review board to help preserve and protect the city's historic architecture. You can read the plan at www.franklinva.com/content/Franklin2010CP.pdf.



City of
Franklin
VIRGINIA
Growth • Community • Spirit

**FRANKLIN
DEPOT/VISITOR CENTER**

120 SOUTH MAIN STREET

Franklin, Virginia

Local Historic District Design Review

Guidelines

Additions



This complementary rear addition has slightly different windows and a hipped rather than gabled roofline. These details are compatible but still distinguish the addition from the original dwelling.



This rear addition is too tall for this bungalow, especially given its visibility at this corner parcel.



PEOPLE HAVE BEEN BUILDING additions nearly as long as they have been building houses. Additions are not discouraged in the district, but they should be thoughtfully and carefully planned so that the new construction does not overpower the existing house or change or hide its original character. Remember that even the smallest Bungalow or Ranch has an impact on

the overall character of the district, so it is important not to overwhelm modest houses with out-of-scale additions.

Read the following guidelines before planning any addition. The earlier you consult the guidelines, the simpler the application process—and often the design and construction processes—will be.

Please also read the following sections as they relate to plans for your addition.



Doors + Windows



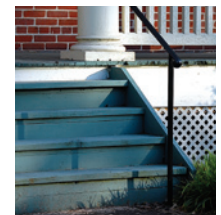
Exterior Materials



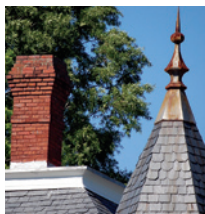
Foundations



Major Landscaping
+ Site Features



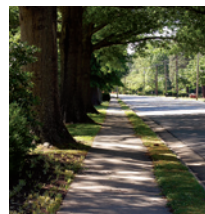
Porches + Stoops



Roofs



Relocation



Sidewalks, Streets
+ Driveways

Additions: Guidelines

- 1 Design additions to complement** the size, style, materials, *fenestration*, and form of the original or historic structure.
- 2 Differentiate the design** of the addition so that it is not seamlessly integrated with the original structure. The new design should complement the historic or original structure but not mimic it. Make it apparent that the new work is an addition.
- 3 Join the addition** to the existing building in such a way that it is obviously not part of the original structure. A common method is to inset the addition from the corners of the historic or original portion of the building or house.
- 4 Avoid visually or physically overwhelming** the original building with the location, scale, height, or ornament of the addition.
- 5 Keep and protect** character-defining architectural features and make minimal alterations to the original fabric of the existing building. Plan the addition so that if it were removed in the future, the original or historic building would still be intact.
- 6 Use materials appropriate to the original structure.** Cementitious siding may be appropriate on additions when the new siding material does not detract from the historic or original architectural materials or elements. The new siding material should not replace wood siding or wood trim on the original structure; should match the historic or original material in reveal and dimensions; and should complement the historic or original materials. Aluminum siding, vinyl siding, and exterior insulation finishing system (EIFS) are not compatible with the architectural character of the historic district.
- 7 Protect mature trees** from damage during construction. Storing construction materials at the base of a tree may damage underground or surface roots by compressing the soil.



The materials on this rear addition are complementary but not identical to the original dwelling. In this way, the materials help differentiate the addition from the historic house.



Demolition



In the case of a partial demolition, protect sections of the building that will remain. The COA application should specify the steps that will be taken to prevent damage to the structure and to architectural features during the demolition process.

TO ACQUIRE A COA for full demolition, a property owner

- must demonstrate in the COA application that the owner has made a bona fide offer to sell the property to the City of Franklin or to any person or entity giving reasonable assurance of a willingness to preserve and restore the property

and

- has been unable to sell the property at a fair market value.

The state enabling legislation outlines requirements related to demolition, including the length of time the property must remain on the market in order to constitute

a bona fide offer to sell. The time requirements are:

- three months when the offering price is less than \$25,000;
- four months when the offering price is \$25,000 or more but less than \$40,000;
- five months when the offering price is \$40,000 or more but less than \$55,000;
- six months when the offering price is \$55,000 or more but less than \$75,000;
- seven months when the offering price is \$75,000 or more but less than \$90,000; and
- twelve months when the offering price is \$90,000 or more.



Prior to the demolition of any structure, archeological documentation should be considered. Documentation of such properties may occur at any or all levels of planning, identification, evaluation or treatment. The nature and level of documentation is dictated by each specific set of circumstances. Archeological documentation consists of activities such as archival research, observation and recording of above-ground remains, and observation (directly, through excavation, or indirectly, through remote sensing) of below-ground remains. Archeological documentation is employed for the purpose

of gathering information on individual historic properties or groups of properties. It is guided by a framework of objectives and methods derived from the planning process, and makes use of previous planning decisions, such as those on evaluation of significance. Archeological documentation may be undertaken as an aid to various treatment activities, including research, interpretation, reconstruction, stabilization and data recovery when mitigating archeological losses resulting from construction. Care should be taken to assure that documentation efforts do not duplicate previous efforts.

Demolition: Guidelines



Salvage usable architectural materials prior to demolition. The Commission will try to identify parties interested in acquiring the salvaged materials.

1 Protect sections of the building that will remain after a partial demolition, particularly character-defining architectural features. The COA application for a partial demolition must include provisions for protecting the sections of the building that will remain; for stabilizing and repairing, if necessary, the remaining portion of the building; and for clearing debris after the partial demolition is complete.

2 Protect other buildings and nearby site features during demolition and clean and

clear the parcel after demolition. The COA application must include a description of protective measures to be undertaken and a timeline for cleaning and clearing the site.

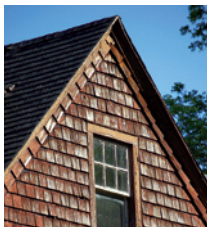
3 Salvage usable architectural features and materials after a COA is approved for a partial or complete demolition and prior to the demolition as a courtesy to the Commission. The Commission can identify parties who may be interested in acquiring the salvaged features.

Doors + Windows

DOOR AND WINDOW DETAILS INCLUDE:



MATERIAL
(wood door,
metal window)



TYPE (double-hung sash,
multi-light casement
window)



MOLDING that
surrounds the
openings

FUNCTIONALLY, AS WE ALL KNOW, doors allow entry and exit and doors and windows allow light and air to flow through a building. You may not realize how heavily doors and windows contribute to the historic character and architectural design of a building. The overall *fenestration* pattern created by the placement of windows and doors is, in fact, a vital indicator of a building's architectural design and age. Main entrances are usually a major focus of attention on the *facade* and are key expressions of architectural style. On some modest houses, the entry might feature the building's only stylistic references.

Historic doors are usually wood, composed of flat or molded panels. Beginning in the late nineteenth century and especially in the twentieth century, *glazed* panels were popular features on doors. Historically, screen doors are also wood and generally plain, although some *Queen*

Anne dwellings feature screen doors with *sawnwork* or *spindlework* like that seen on porches. Some metal screen doors may also be appropriate historically, particularly on mid-twentieth-century houses.

Doors are often set into enriched entrances with simple molded surrounds or more elaborate combinations of sidelights, transoms, fanlights, pediments, and pilasters. These surrounding elements are equally important to the building's architecture and historic character.

Historic double-hung wood windows have two movable sashes that slide up or down to open and close. Each sash consists of panes of glass, or *lights*, separated and held in place by wood muntins. Historic sashes are most often divided into two or six panes, although other configurations are also common. Casement windows swing open rather than slide. Metal and wood casement windows are both found on historic houses.

Doors + Windows: Maintenance

Proper maintenance and repair of original doors, entrances, and windows is the first step toward preserving those elements and the architectural character of your building.

- Clean doors, entrances, and windows gently to avoid damaging the panels, glass, or hardware.
- Replace or repair glazing putty to reduce drafts in glazed doors and windows.
- Use epoxy and wood hardeners to stabilize water-damaged or rotten wood and to build up any worn-down or degraded areas.
- If a portion of a door or window is damaged beyond repair, replace only the damaged part (rail, stile, panel, *light*, *muntin*, or hardware) with materials that match the original.
- Paint doors and windows to protect the wood. Raise and lower the sashes regularly during painting projects to avoid painting the window shut.
- Maintain hinges to keep doors square. This will also eliminate gaps—and drafts—around the door.
- Maintain historic hardware.
- Install plain storm doors or screen doors that do not obstruct the view of the historic door or window.
- Keep sash cords and weights or other raising and lowering mechanisms in good repair. This will help keep window sash square within their channels, eliminating gaps around the sash, keeping windows functional, and preventing heat loss.

Doors + Windows: Guidelines

- 1 Retain historic or original doors and windows** and make repairs using the same material as the original feature.
- 2 Retain historic or original door and window details** (such as *lintels*, sills, and shutters) and configurations (including *transoms* and *sidelights*). Make repairs using the same material as the original feature.
- 3 Retain and repair existing shutters.** Do not install shutters that are clearly out of keeping with the building's character.
- 4 Storm windows and doors**, including painted or enamel-coated aluminum, are appropriate when they resemble the inner window or door as closely as possible in shape and appearance. Their color should match the paint color of the wood sash and the meeting rail of the storm window should match the meeting rail of the *double-hung* wood window.
- 5 It is generally not appropriate to lower, raise, enlarge, or otherwise alter the size or location of window or door openings.** Such alterations may be appropriate if the work does not disrupt the overall *fenestration* pattern on the building.
- 6 New or replacement windows should match original windows** in terms of materials, type (*double-hung* or *casement*, for instance), and configuration (a *fixed-sash* picture window should not replace a set of paired *double-hung* windows). New and replacement windows should be consistent with the building's architectural character. For houses with character-defining *multilight* windows, new or replacement windows should have *true* or *simulated divided lights* and *muntins* with a *profile* and dimension similar to those of the original window. It is not appropriate to install windows that require the removal of original exterior molding or trim.



The installation of storm windows can improve the energy efficiency of original single-pane wood windows nearly as much as replacing the wood windows with modern thermal-pane replacement windows. Storm windows also protect historic windows from the effects of weather and exposure and, when properly installed, do not adversely affect historic fabric.

Configurations include:



Sidelights



Transoms



Paired windows



Bay window

Exterior Materials



Exterior materials help express architectural style. The wood shingles, weatherboard, cornerboards, and window molding all contribute to the surface texture of this Queen Anne house.



Brick is the dominant exterior material in the commercial section of the Franklin Historic District. As with residential buildings, the exterior material both protects the structure and expresses architectural style.

EXTERIOR MATERIALS protect a structure from the weather by providing a covering to guard against moisture. Exterior materials also contribute to overall architectural design with character-defining ornament and enrichment. Such enrichment includes wall cladding as well as decorative elements such as moldings, cornices, cornerboards, brackets, *sawnwork*, exposed rafter ends, knee braces, and other applied ornaments.

Historic exterior materials are varied in size, shape, textures, and function. In Franklin, wood is the typical historic siding material. Weatherboard siding is the most common, but wood *shakes*



and shingles often enrich Queen Anne and Craftsman designs. Wood ornaments— »

Exterior Materials: Maintenance

As with other building components, the best way to preserve historic character is to maintain and repair historic exterior materials rather than replace or cover them.

- Keep exterior wood materials protected with exterior paint, including trim on masonry buildings. Historic wood is usually *quarter-sawn-resawn* weatherboards or radial-sawn clapboards or other woodwork cut from old-growth wood with tight graining. It is extremely durable and will last for generations even in harsh climates if paint is kept intact.
- Maintain an effective gutter system to prevent water running off the roof from splashing onto the building's exterior walls. Clogged gutters can overflow, and the misdirected water can damage cornices and eaves.
- Clean masonry gently; never sandblast brick or stone.
- Clean moss or mildew that may accumulate on exterior walls, particularly on shady or northern elevations.
- Repair damaged or cracked wood with wood plugs (installed with the grain running in the same direction as the weatherboard's grain) or waterproof wood glue.
- Harden soft decayed wood with epoxy materials.
- Monitor mortar failure and erosion in masonry walls to know when repointing is necessary. Match the mortar color and jointing type when repointing.

Exterior Materials: Guidelines

MASONRY EXTERIOR

- 1 Retain original masonry and mortar,** whenever possible. Do not apply any new surface, such as stucco or a stone veneer.
- 2 Do not apply waterproofing compounds to a brick surface,** unless required to solve a specific technical problem that has been investigated and identified. Masonry sealers can harm brick surfaces and are often unnecessary.
- 3 Patched or repaired brick should match** in color and texture.
- 4 When repointing mortar,** use a mortar of the same consistency, composition, color, and joint.
- 5 Duplicate old mortar** in joint size, method of application, and profile.
- 6 Masonry should be cleaned** only when necessary and with the gentlest means available, such as low pressure water and soft bristle brushes.
- 7 Chemical cleaning can be acceptable** as long as care is taken to ensure the process will not stain or discolor the brick before proceeding with the cleaning of the entire building, it is recommended that a test patch be completed to determine the effectiveness of the chemical agent.
- 8 Sandblasting or other high-pressure techniques should never be used.** It can damage the brick surface and have long-term detrimental effects.

- 9 Adding artificial brick siding, artificial stone, or brick veneer** is incompatible with existing surfaces.
- 10 Repair or replace masonry details,** such as window arches, *lintels*, sills, and decorative *corbelling*.
- 11 Repair existing stucco** with a stucco mixture to match the original.

WOOD EXTERIOR

- 1 Repair damaged or deteriorated wood siding.** When necessary, replace with wood to match the original in size and texture, and profile.
- 2 The application of aluminum, vinyl, tile, cementitious siding** or other artificial sidings (including spray on applications) to existing buildings that originally had wood siding is not compatible with the architectural character of the district.
- 3 Repair wood detailing on a house,** such as cornices, brackets, *dentil molding*, *pediments*, and window hood molding. When replacement is necessary, replace in kind, matching the original in size, detail, and material.
- 4 The removal of original decorative detailing** from the exterior of a building diminishes architectural integrity and should not be undertaken.



Exterior materials include more than cladding; decorative details of wood, metal, and other materials are significant parts of a building's design. A sawnwork porch balustrade like this contributes to the architectural character of a Queen Anne house.



Removal of vinyl and aluminum siding is encouraged but not required in the historic district. While vinyl and aluminum siding eliminate the need for repainting, it can obscure moisture and mold problems that may deteriorate the original wood underneath.



Historic hardware should also be kept and preserved.

like sawn brackets or decorative rafter tails—are found on a variety of designs.

Another common exterior material is masonry. Brick veneer buildings also line Franklin's streets, especially in the

commercial district and on blocks developed in the second half of the twentieth century. Use of brick increased during the 1950s as post-World War II Colonial Revival designs gained popularity.

Fences + Walls



Climbing vines make maintenance more difficult and can weaken a fence or throw it out of alignment.

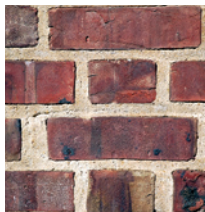


Replacing missing pickets eliminates weak points in a fence. Keeping pickets painted protects the wood from rot.

HISTORICALLY, FENCES KEPT free-range domesticated animals out of yards rather than enclosing space for privacy or pets. During the late nineteenth century, as mass production of materials increased accessibility to wood pickets, cast iron, and heavy-gauge wire, utilitarian fences became more aesthetically important and their design was often related to that of the building they surrounded. Masonry walls were less common but were also used to define yards and to accent garden landscapes.

During the late nineteenth and early twentieth centuries, fences and walls were about three feet tall. Fences were most commonly built of widely spaced wood pickets, but heavy-gauge wire fences were inexpensive alternatives. Tall fences and walls, vinyl fences, chain-link fences, stucco walls, or walls covered with faux stone or other synthetic materials are architecturally incompatible with historic building patterns in Franklin.

Please also read the following sections as they relate to plans for your fence or wall.



Exterior Materials



Major Landscaping + Site Features

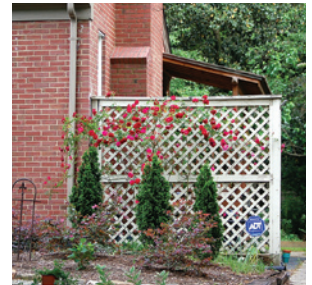


Fences + Walls: Maintenance

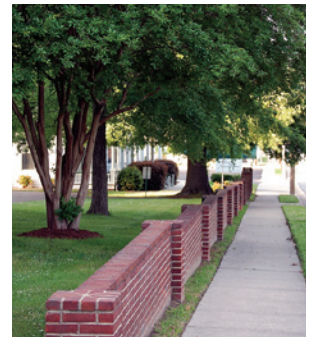
Like porches, fences and walls are exposed and are therefore susceptible to the effects of weather. Because of this, very few historic wood fences survive. Keeping wood and iron surfaces thoroughly painted is the best defense against moisture damage.

- Maintain welded-wire fences by re-bending or reshaping damaged sections.
- Maintain iron fences with rust-resistant paint and sealants.
- Avoid allowing vegetation to grow on fences or walls.
- Replace individual pickets on wood fences as needed.

Fences + Walls: Guidelines



Lattice screens are helpful for hiding mechanical equipment. See “Major Landscaping + Site Features” on pages 30-31 for more information.



Low brick walls are appropriate for use in the historic district. Solid brick walls higher than four feet, however, are not compatible.



For taller fences, wood is a good option. Fences more than four feet tall may only be used to enclose rear yards; they may not exceed six feet in height.

- 1 Keep and maintain** historic fences and walls. Low fences of spaced wood pickets, wrought iron, and *woven wire* were used historically in the district.
- 2 New fences of wood, woven wire, or wrought-iron are appropriate** when their design, height, placement, and arrangement of voids to solids is similar to historic fences in the district. Historically, fences did not introduce a strong visual barrier. *Woven wire* fences seem to disappear at a distance. Wrought-iron fences are also visually unobtrusive. Wood picket fences tend to produce more of a visual barrier; the “voids to solids” requirement seeks to minimize the solid appearance of a wood fence without reducing its effectiveness.
- 3 The “good” or finished side of the fence must face outward**, toward the street, right-of-way, or neighboring property. Fences designed with pickets on both sides of the rails result in two good sides, since the two sides are identical, and do meet this guideline.
- 4 In residential areas, fences in front yards or along a street-facing side yard at a corner parcel must be 48” or lower in height and must be less than 50 percent solid.** Fences encircling or defining a portion of a rear yard can be up to 6’ tall.
- 5 Retaining walls of stone, brick, or concrete block** are architecturally compatible.
- 6 Walls built to enclose a yard area** are incompatible, but short sections of low walls built to screen modern mechanical equipment can be compatible if sited inconspicuously.
- 7 Solid brick walls over 48” are not appropriate**, but a solid wood fence may be compatible in a rear yard if the yard is not on a corner lot.
- 8 Chain-link fencing and vinyl or aluminum fencing are not compatible** with the architectural character of the residential or commercial district.

Foundations



Foundations were historically left unpainted, but many brick foundations have been painted over the years.



Stone is a distinctive building material and should not be painted in the historic district.

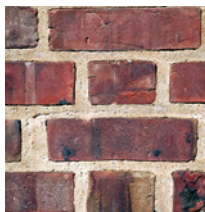
THE BUILDING foundation grounds the house visually, anchors it structurally, and—like so many other elements—can contribute to its architectural character.

Foundations are generally of masonry: brick and stone are most common in Franklin’s historic architecture. Early pier foundations were often infilled later with similar or mismatched materials; stucco or paint sometimes hides seams or camouflages varied materials. On brick-veneer or concrete-block houses, there is often no differentiation between the continuous foundation and the veneer cladding or concrete wall of the house.



Older continuous foundations sometimes feature decorative metal vent covers, adding another stylistic element to an otherwise strictly functional item.

Please also read the following section as it applies to plans for your foundation.



Exterior Materials

Foundations: Maintenance

- Maintain and repair foundations and original foundation materials rather than replace them.
- Clean masonry gently; never sandblast brick or stone.
- Monitor mortar failure and erosion in masonry walls to know when repointing is necessary.
- Match the mortar color and jointing type when repointing.
- Divert water runoff away from building foundations with minor grading and by directing downspouts to empty roof runoff away from the foundation.
- Monitor foundation vents for proper screening and operation to prevent replacement. Match the mortar color and jointing type when repointing.

Foundations: Guidelines

- 1 Retain original masonry and mortar whenever possible.** When patching or repairing brick foundations, use bricks that match the original or existing brick in color and texture in order to make the work compatible. When repointing mortar, use a mortar of the same consistency and composition as the original. Do not repoint with a high Portland cement content, which causes deterioration resulting from the differing coefficients of expansion and porosity of the material and mortar. Duplicate old mortar in joint size, method of application, and profile.
- 2 It is not architecturally compatible to apply any new surface to a foundation.** Applying artificial brick siding, artificial stone, or brick veneer to a foundation will virtually always be incompatible with the existing surface. Stucco was historically used on foundations, but it is not compatible to apply a new stucco surface to a foundation that did not historically feature stucco.
- 3 It is not architecturally compatible to paint stone foundations.**
- 4 It is not architecturally compatible to infill the area between foundation piers with inappropriate materials,** such as concrete

block. Lattice or basket-weave wood screens are an appropriate alternative between foundation piers. Solid or pierced brick walls are appropriate between brick piers, as long as the brick selected matches the historic brick in color and size.

- 5 Masonry should be cleaned only when necessary and with the gentlest means available,** such as low pressure water and soft bristle brushes. Chemical cleaning is acceptable as long as care is taken to ensure the process will not stain or discolor the brick. Before proceeding with the cleaning of the entire foundation, it is recommended that a test patch be completed to determine the effectiveness of the chemical agent. Due to the resulting damage to the brick surface and the long-term detrimental effect to the structure, sandblasting or other high-pressure techniques should never be used.
- 6 Repair existing stucco** with a stucco mixture to match the original.
- 7 New vents should match the wall color of the building.** In addition they should be architecturally and stylistically compatible in order to match the existing as closely as possible.



Older foundations were often composed of piers rather than a continuous wall. Appropriate materials to infill pier foundations include materials to match the piers or a wood lattice screen.



Even lowly foundation vents can add architectural detail.



Garages + Accessory Buildings



A garage should be sited behind a house so that it is less prominent than the dwelling.



Keep and maintain historic features of a garage, such as windows and doors.

HISTORICALLY, GARAGES AND outbuildings housed vehicles, provided storage and additional workspace, and sometimes sheltered animals such as chickens and milk cows. Historic examples range in size and stylishness from tiny nondescript wood sheds to carriage houses and guest houses that match the main dwelling's architectural expression. Historic outbuildings play an important role in communicating the growing importance of the automobile in the twentieth century and the original function of backyards and work spaces outside the walls of the property's primary building.

Historic farm buildings, such as chicken houses or barns, are rare in residential neighborhoods that are more urban in character. Many garages do survive. Garages built in the first half of the twentieth century are usually front-gabled frame buildings with a single garage bay. Garages built

in the 1950s were wider, to accommodate the era's larger cars or to house two parking bays. Garages are generally sited at the rear of the yard; corner lots sometimes feature a driveway and garage oriented to the intersecting street.



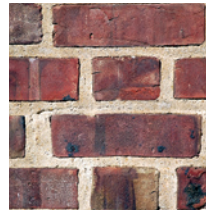
Please also read the following sections as they relate to plans for your garage or accessory building.



Additions



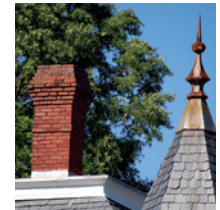
Doors + Windows



Exterior Materials



New Construction



Roofs

Garages + Accessory Buildings: Maintenance

Keep and maintain garages and accessory buildings whenever possible; while they are secondary buildings on parcels and are often tucked partially behind a house or commercial building, they do contribute heavily to architectural character.

- Maintain these structures in the same manner you maintain your dwelling:
- Keep garages and accessory buildings painted to protect the structure.
- Prevent vegetation from growing on or over the structure.
- Protect and maintain decorative or architectural features such as windows, moldings, vents, and doors in their original locations.
- Repair damaged, missing, or decaying elements promptly.
- Ensure property is adequately protected from termites.

Garages + Accessory Buildings: Guidelines



Garages and outbuildings may be secondary structures, but they make a definite contribution to the character of an historic district. Today's sheds are often mass-produced and prefabricated with materials that don't match the quality of the materials in an historic house. Garages and sheds from the early twentieth century, even those with scant architectural detailing, often have high-quality wood siding and real wood windows and doors. The materials and construction complement historic houses.

- 1 Keep and protect historic garages** and accessory buildings—and any character-defining features of such buildings—that contribute to the special character of the district.
- 2 When replacement of original features** or materials is necessary because of deterioration, match the original in material, scale, detail, and design.
- 3 The scale, height, and mass** of garage and accessory buildings should be appropriate for the primary structure that the garage or accessory building accompanies. Primary buildings should be larger, taller, and more prominently sited on the parcel.
- 4 Design elements** of new garages and accessory buildings should take their cue from the primary structure. Roof forms and slopes should be complementary to the primary structure or should take the common front-gabled or hipped form when proportions and roof slope match those seen historically.
- 5 The architectural style** of a new accessory building should complement the architectural style of the existing primary structure. It should not appear to be older than the primary structure.
- 6 Attached garages are not appropriate** for most historic architectural styles in the district.
- 7 It is not appropriate to erect a garage or accessory building** if its construction will require the demolition or removal of a character-defining feature of the neighborhood, such as another outbuilding or a mature tree.
- 8 Prefabricated accessory buildings** often feature poor or synthetic materials and are generally not compatible with the architectural character of the district, which features high-quality natural materials.

Major Landscaping + Site Features



Landscaping can include pavement, retaining walls, or major planting beds.

LANDSCAPING CONTRIBUTES significantly to the overall appearance and character of Franklin's historic streets and neighborhoods. Mature trees create shade and frame vistas. Terrain and the natural topography often have governed where buildings were sited, where roads wind, and where gardeners laid out planting beds. Site features include retaining walls, sidewalks



and footpaths, patios, and prominent top-

graphical features, among other elements. Natural and manmade landscapes are both important elements in the district's history and character and are worthy of maintenance.

Remember that vegetation can be destructive to buildings: vines growing on buildings can encourage wood rot or cracks in masonry, while tree limbs

hanging over buildings can clog gutters or damage the roof.

Please also read the following sections as they relate to plans for your landscaping project.



When vines are allowed or encouraged to grow on buildings, they can trap moisture and make proper maintenance difficult. Rather than training vegetation to grow on a building, erect a trellis or other structure that can achieve the same effect while protecting the building.



Additions



Doors + Windows



Exterior Materials



Fences and Walls



New Construction



Roofs

Major Landscaping + Site Features: Maintenance

Landscape elements and site features like retaining walls or roadway medians contribute to the architectural character in Franklin. Just as with buildings, it is important to maintain and repair historic landscape and streetscape features rather than replace them.

- Maintain and work with the natural topography.
- Properly prune trees and shrubs to ensure their prolonged health. Remove diseased plants.
- Keep vegetation from growing on or over buildings. While ivy climbing up a chimney or wisteria curling through a porch railing looks

pretty, plants will hold moisture against the building and can cause significant damage. Fast-growing vines such as wisteria or kudzu will cause building elements to shift or detach.

- Maintain historic streetscape features such as retaining walls, paved footpaths, and prominent topographic features.

Major Landscaping + Site Features: Guidelines

- 1 Retain mature shade trees, driveways, alleys, and walkways** that contribute to the historic character of the district.
- 2 Re-grading can dramatically alter the landscape** and should be undertaken thoughtfully and for compelling reasons. Re-graded areas should have a naturalistic appearance.
- 3 Low fences of spaced wood pickets, wrought iron, and woven wire** were used historically in the district and are compatible with its character. Historic fences and historic retaining walls should be retained and kept in good repair.
- 4 Do not add materials for fences, walkways, or other permanent features that are out of character** with traditional materials of the period. Modern metal or vinyl fences and tall

brick or wood privacy fences and tall privacy hedges (over 48" in height) are incompatible with the architectural character of the district.

- 5 Do not place television equipment, such as satellite dishes** or other mechanical equipment, in a yard area that is highly visible.
- 6 Mechanical units for air conditioning should be placed on the rear facade** or in other areas that will not be readily visible. If such units must be placed in a side yard or in an area visible from any public right-of-way, they should be screened from view with vegetation or wood lattice.



Avoid placing television equipment in prominent places.



This mature tree was severely pruned in the winter and is consequently very slow to leaf out in the spring. Judicial pruning preserves the health of a tree.

New Construction



Residential streets in Franklin's historic district have a rhythm and consistency in the way dwellings relate to the street. Note the similar roof heights along this section of High Street, the consistent gable fronts of the houses, and the common porch height. New construction on a block like this should fall into this established and very strong pattern. On other blocks, houses have less in common and often a less cohesive appearance that provides wider latitude in what kind of new construction might be appropriate on that block.



There is also a rhythm to the commercial section of Franklin's historic district. Building facades are flush to the sidewalk. Storefronts and upper stories' windows line up with their neighbors, creating unity along the streetscape.

BUILDINGS, BLOCK FACES, STREETSCAPES, open space: these individual elements come together to create the unique character of the district. Construction has never stopped in the area, and it should not now. Design review will help new buildings complement and further enrich the recognized character of the district. Compatible new construction expands and deepens the architectural record of a local historic district, and the guidelines must present a realistic response to the growth of Franklin.

New construction should be similar in size, scale, height, massing, setback, and rhythm to the district's existing buildings. New buildings should reflect their own time

as well as the traditional building patterns in the district. When building in an historicist style, a new structure should find ways to differentiate its design from the designs of the original period. Architectural creativity balanced with compatibility is the ultimate goal with new construction.

Owners and architects should begin their design process by reading the applicable guidelines and contacting commission staff for assistance. Using the guidelines from the beginning of the design process, before the architect or builder produces a single drawing, will help homeowners enjoy a smooth planning and designing experience while protecting the district as a whole.

Please also read the following sections as they relate to plans for your new construction.



Doors + Windows



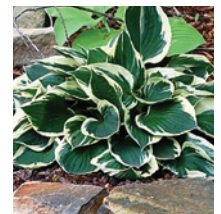
Exterior Materials



Foundations



Garages + Accessory Buildings



Major Landscaping + Site Features



Porches + Stoops



Roofs



Sidewalks, Streets + Driveways



Signs



Storefronts

Basics for New Construction.

- The district contains several vacant lots. New construction should be encouraged at these locations as long as it is compatible with those neighboring buildings that express the historic character of the district.
- When designing a new building, look first to the houses or buildings that will be neighbors on the block. The proposed house or building

should be compatible with the character of its block, first and foremost, as well as being in keeping with the character of its larger surrounding area.

- It is not architecturally compatible to reproduce a historic architectural style that never existed in the district.

New Construction: Guidelines

- 1 New construction must be compatible** in size, scale, massing, form, and materials to existing buildings on the block, in particular, and in the district generally.
- 2 A building's roof contributes heavily to its overall form.** Houses in the district typically have gabled or hipped roofs. New houses should have an overall form, including roof type, that is compatible with other houses on the block, in particular, and in the district generally. When used as a defining form on a house, flat roofs, mansard roofs, and shed roofs are not compatible with residential architecture in the district. Commercial buildings in the district do have flat roofs.
- 3 New buildings should have their directional expression oriented towards the street.** Porches or other articulated main entrances should occupy the facade. Secondary porches on side or rear elevations are compatible with the character of the district when they are clearly secondary to the front porch.
- 4 Proposed new buildings should meet the same setback observed along the block.** If the setback is not standard along the block, a setback should be chosen that allows the house to fit into an established pattern on the block that is in keeping with the overall character of the district. New construction must also follow the setback requirements established by the underlying zoning requirement of the parcel. If there is a conflict between the zoning requirement for the setback and the typical historic setback on the street of the district, the new construction can be built in accordance with Section 19.2(4) of the City of Franklin Zoning Ordinance.
- 5 The percentage of the lot covered** by the proposed building or buildings should be similar to the coverage of surrounding parcels, particularly those on the same block. New construction must also follow the lot coverage requirements established by the underlying zoning requirement of the parcel. If there is a conflict between the zoning

ordinance requirements lot coverage limit and the lot coverage typical of the historic period, the stricter of the two standards will prevail.

- 6 Window types for new construction** are not required to match historic types, but materials and fenestration patterns should be compatible with predominant patterns on the block, in particular, and in the district in general.
- 7 Materials employed in new construction should be similar in quality** to those used historically. The district is characterized by the use of high-quality natural materials, including *quartersawn-resawn* wood siding, standing-seam metal roofing, wood shingle roofs, brick veneer, and concrete-block. High-quality modern versions of older materials are acceptable on new buildings, such as cementitious siding or asphalt or architectural roofing shingles. Only vinyl siding approved by the Historic Commission will be permitted in the district.
- 8 The placement of features** like driveways, pedestrian paths, outbuildings, and garages should follow the established pattern on the block, in particular, and in the district generally. Pavement covering a significant portion of the front lawn or paved parking areas in the front lawn are not compatible with the appearance of the district.
- 9 New construction that seeks to recreate a particular historical style** or period creates a false sense of the district's history. New construction based on historic styles should find subtle but recognizable ways to differentiate itself from structures built in the original style. New construction should not be based on historic architectural styles that did not exist in the district.
- 10 Contemporary architecture that complements the character** and enhances the appearance of the district is encouraged. Such design should be compatible with the size, scale, form, color, material, and character of the block, in particular, and with the district in general.



Builders adopted the bungalow house type for this new house (left) in an historic neighborhood. However, the house still towers over its smaller neighbors and looks out of scale on its block.



This block of new construction is in the middle of a neighborhood of early twentieth century Queen Anne houses and Craftsman bungalows. The houses successfully combine historic building traditions and styles with modern materials and updated detailing. The result is more homage to the established neighborhood than imitation. Appropriately, these houses would not be mistaken for their older neighbors. At the same time, they blend well with the established streetscapes.

Porches + Stoops



The porch is a very important feature on a Queen Anne dwelling. Porches generally extend across the width of the house and often wrap around to one or both sides. High-style Queen Anne houses may feature corner gazebos, increasing the outdoor space offered by a porch.



The balustrade is another important architectural feature. The hefty profile of the balusters supporting this porch railing add both solidity and elegance to the house's appearance.

PORCHES EXPAND A BUILDING'S usefulness by providing shaded exterior living and work spaces, a feature particularly important in warm, sunny climates. Porches and stoops provide protection from the weather by sheltering an entrance and often windows.

Porches and stoops are also prominent and important points of exterior architectural expression. Perhaps more than any other building component, a porch indicates architectural style or stylistic influences. It is therefore essential to avoid altering a porch or stoop to make it appear newer or older than the house.

Most historic porches are built of wood. Other historic materials include brick, stone, and occasionally poured concrete or concrete block. All porches consist of a floor and a roof supported by posts; the stylistic elements—*turned posts*, square posts, *battered posts*, columns, balustrades, *spindlework*, brackets, and so on—are the details that

contribute to the expression of an architectural style. Turrets, gazebos, and *pediments* are also incorporated into porches. Most porches are a single story in height, even if the dwelling is two stories.

Stoops are generally brick, concrete, or both and are often sheltered by a small gable or shed roof built of wood. Very modest mid-twentieth-century houses might feature a metal awning.



Porches + Stoops: Maintenance

As with other building components, the best way to preserve historic character is to maintain and repair historic porches and stoops rather than replace them.

- Clean porches and stoops gently to avoid damaging decorative elements or the exterior walls and windows of the house.
- Maintain porch floors diligently to slow decay and water damage.
- Porches and stoops, because they are so exposed, are particularly susceptible to the effects of weather. Keep wood surfaces painted, especially the porch floor. Attentively maintain the flashing where the porch or stoop roof meets the principal roof.
- Use epoxy and wood hardeners to stabilize water-damaged or rotten wood and to build up any worn-down or degraded areas.

Porches + Stoops: Guidelines

- 1 Do not remove or alter** original or character-defining porches, stoops, and steps. Such porches, stoops, and steps may be altered to incorporate an access ramp to accommodate wheelchairs.*
- 2 Retain other porches, stoops, and steps** that contribute to the building's character.
- 3 Repair and retain architectural details**, such as brackets, *spindles*, handrails, balusters, and columns. Use materials that match the originals when replacement is necessary due to deterioration.
- 4 Do not remove original materials** and replace them with wrought iron, new brick, or other materials inappropriate with the building's character.
- 5 Do not screen or enclose** porches or steps on the front of a building. Side or rear porches may be screened or enclosed if the work does not destroy original or historic materials and forms.
- 6 When adding elements** to a porch that did not exist historically, such as a handrail, select a style that does not imitate the original railing, detract from the original architectural character, or overshadow the original railing. Simple metal pipe rails are often the most unobtrusive handrails.

*While the ramp itself does not need a COA, as directed by the Code of Virginia, any alteration to the building fabric does. This includes the removal of original or character-defining features like railings, floors, or columns. The commission hopes that applicants will be receptive to suggestions from staff and from commission members in regards to the appearance and placement of ramps in order to provide access while preserving the architectural character of the building. The commission appreciates the opportunity for a courtesy review of plans for placement and design of ramps even where no architectural fabric is affected and no COA is required.



Simple pipe rails are the best addition to porches that historically had no railing. They are unobtrusive and do not draw attention away from the true architectural character and original detailing.



Relocation



The brand-new brick foundation gives this house away as a moved structure. While moving an historic building is not ideal, this house is better off now than before its move. Once covered in aluminum siding and totally neglected, the dwelling has been saved from demolition and completed rehabilitated.



When searching for a place to move a historic dwelling, keep in mind that the house should fit into its new streetscape. Find a street with similarly sized houses from the same period and featuring compatible architectural styles. Place the relocated house so that its setbacks match those already established on the block.

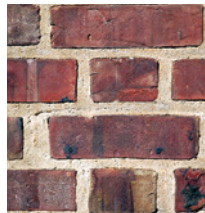
RELOCATION SHOULD BE considered a last-resort means of preserving a historic building, since the building will lose its original setting and context. In some cases, relocation is the only way to save a threatened building. Buildings standing in the path of a road widening, for instance, often must be moved in order to be saved.

In certain cases, relocation can help restore a historic structure to an appropriate setting. A historic house may have lost its original context due to the re-development of land around it. In such a case, relocating the house to a residential street with dwellings of the same architectural period and style can be beneficial, increasing the desirability of the dwelling given its new location and improving the likelihood that the build-



ing's original function—as a dwelling—will be retained.

Please also read the following sections as they relate to your plans for relocating a structure or building.



Exterior Materials:
Masonry



Foundations



Major Landscaping
+ Site Features



New Construction



Sidewalks, Streets
+ Driveways

Prior to a building's relocation, archeological documentation should be considered. Documentation of such properties may occur at any or all levels of planning, identification, evaluation or treatment. The nature and level of documentation is dictated by each specific set of circumstances. Archeological documentation consists of activities such as archival research, observation and recording of above-ground remains, and observation (directly, through excavation, or indirectly, through remote sensing) of below-ground remains. Archeological documentation is employed for the purpose of gathering information on individual historic properties or groups of properties. It is guided

by a framework of objectives and methods derived from the planning process, and makes use of previous planning decisions, such as those on evaluation of significance. Archeological documentation may be undertaken as an aid to various treatment activities, including research, interpretation, reconstruction, stabilization and data recovery when mitigating archeological losses resulting from construction. Care should be taken to assure that documentation efforts do not duplicate previous efforts.

In addition, prior to the relocation of a State or Federal Landmark, National Park Standards shall be followed. Please reference the "Moving Buildings" informational sheet attached.

Relocation: Guidelines + Precautions

- 1 The topography, siting, and surrounding buildings** in the new location within the district should be similar to the moved building's original topography, siting, and surrounding buildings.
- 2 The setbacks, and lot coverage** of the relocated building in its new location should be similar to those surrounding buildings.
- 3 Buildings moved to a new location** in the district should be architecturally compatible with the buildings in the new location.
- 4 The moved building's relationship** to other buildings or building types should

remain intact. An outbuilding historically sited in the rear yard behind a dwelling, for instance, should not be moved into a front or side yard. Ideally, when a primary building is being moved, its associated structures should be moved with it and their historic arrangement replicated at the new site.

- 5 Buildings that contribute** to the historic character of the district should not be moved out of the district.
- 6 Historic building types that were never erected** in the district should not be moved into the district.



This Queen Anne house was moved into a compatible neighborhood of similarly sized and detailed dwellings. Architecturally, it blends beautifully with its neighbors. Unfortunately, the house is awkwardly sited on its parcel. The existing grade required a raised foundation and substantial foundation piers for the wraparound porch. The foundation overpowers the house along the streetscape.

PRECAUTIONS

A COA is required whenever a building is moved in the Franklin Historic District, including any of the following situations:

- Moving a building within the district,
- Moving a building out of the district, or
- Moving a building into the district.

When contemplating the relocation of a building, consider its structural condition; how significant building features will be protected during and after the move; the available route to the new location; and how the building will be sited appropriately at the new location. If the building is being moved within or out of the district, consider the effect that removing the structure from its parcel will have on the district. If moving a building within or into the district, be sure that it is architecturally compatible with neighboring properties and that it is sited similarly. Preserving any signifi-

cant orientation from the original site is strongly encouraged; if a house stands at the southeast corner of an intersection, its north and west elevations will likely look more prominent than the south and east elevations, which would have faced a neighboring house and rear yard area. It may be inappropriate to squeeze such a house into a mid-block location. You may find, for instance, that the distribution of natural light is markedly decreased.

Plan the route carefully. The move may require that streets be closed, temporary roads be cut, power lines lifted, or vegetation removed. Intermediate steps in the move—such as removing trees—may need to be explicitly described and included in the COA application.

The process can be lengthy. Consider what measures to take to protect the building from vandalism while it is lifted off its foundation and waiting to be moved.

Roofs



Cresting, which is ornamental work at a roof ridge, is not a common architectural detail in Franklin. An excellent example can be seen on this Italianate house on High Street.



Finials, on the other hand, are not at all unusual in the residential section of Franklin's Historic District. Finials are roof ornaments most often seen at the peak of a conical or pyramidal roof. Several Queen Anne dwellings in Franklin feature finials.

THE ROOF PROTECTS a building from weather by effectively shedding water. Gutters contribute heavily to this function and are part of the roof for the purposes of these guidelines. Roofs and gutters also contribute to a building's overall architectural character.

Historic roofing materials include wood and metal fabricated into a number of coverings. Wood shingles were likely the most common roofing material in nineteenth-century in Franklin. Terne-coated metal—sheets of iron or steel coated with tin or zinc—was also used to make shingles or standing-seam roof coverings in the early 1800s, but these materials did not gain widespread use until after the Civil War. Metal's durability and fire resistance made it the preferred roofing material from the late 1800s through the first decades of the twentieth century. Flat-seam metal roofs were another alternative, particularly for unusual roof shapes like curves or flat or very low-pitched slopes. The flat-seam coverings are metal panels soldered together so that their seams are flush with the roof sur-

face. Copper, another historic roofing material, historically saw limited residential use in Franklin.

Slate shingles also gained popularity during the second half of the nineteenth century, particularly during the Victorian era when steep, multi-gabled roofs became showplaces for patterned layouts. Slate and metal roofs, while expensive, are extremely durable and can last more than a century.

During the first decades of the twentieth century, asphalt or composition shingles gained widespread popularity. They are lightweight, low cost, and fire resistant. By the 1930s, composition shingles superseded metal as the most common roofing material.

Historically, gutter systems included wood V-gutters, metal trough gutters, and built-in systems.

To create V-gutters, common in the nineteenth century, two-by-fours were installed along the roof slope about a foot above and parallel to the eave. The short side of the wood was fixed to the roof, forming a V-shape between the roof slope and the »

Roofs: Maintenance

Your building's roof is its first defense against moisture, so roofs require frequent maintenance and repairs. As with other building components, the best way to preserve historic character is to maintain and repair historic roofs, gutters, and roofing materials rather than to replace them.

- Clean roofs and gutters gently to avoid damaging the roof or the building materials underneath.
- Paint terne-coated metal roofs and gutters regularly. It is not appropriate to paint copper or slate.
- Regularly treat wood shingle roofs with water-resisting chemicals.
- Diligently maintain flashing on roof valleys and at places where the roof meets vertical planes like walls and chimneys.
- Replace or repair individual slates or wood or metal shingles as needed rather than replacing the entire roof.
- Paint and maintain decorative elements such as historic metal cresting along the ridge, lightning rods, *finials*, or weathervanes.
- Clean and maintain roof gutters and downspouts to prevent deterioration to the roof surfaces. Clogged gutters cause rainwater overflow to splash against the building's walls, resulting in damage to weatherboards, masonry, or other exterior materials.

Roofs: Guidelines



Large dormers are a common feature of bungalows. This gabled dormer and its triple windows expand the usefulness of the half-story. If you are thinking of adding a dormer of any size to your building, please also read “Additions” on pages 16-17, “Doors + Windows” on pages 20-21, and “Exterior Materials” on pages 22-23.

1 Preserve the original roof shape and configuration whenever possible. Roof forms should not be altered on a facade. Alterations on other elevations should only be undertaken if the change does not compromise overall historic integrity of the building and if the new roof form is of a type compatible with the architectural style of the building.

2 Retain the original roofing materials where possible.

3 All architectural roof features, such as *cresting*, *capping*, chimney stacks, and dormers, should be retained.

4 New dormer windows may be added when

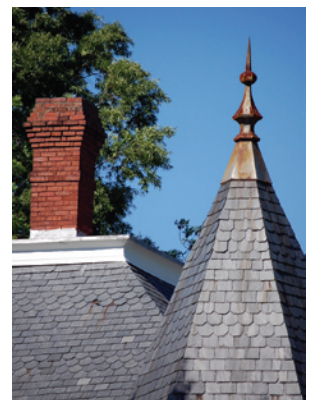
their scale, detailing, materials, placement, and architectural style are compatible with the building.

5 It is not appropriate to add skylights on a highly visible roof slope.

6 If solar panels are desired on a building, they should be placed on a rear-facing roof slope or in a valley area of the roof that is not easily visible from the street or sidewalk.

7 Never reconfigure original roof shapes to accommodate a modern roof system.

8 Modern metal roof systems are not compatible unless the original pan size is matched as well as the original flashing details.



Slate shingles and roof ornaments contribute to the rich texture of Queen Anne houses.

upper face of the wood.

Also common in the nineteenth century and into the twentieth century were terne-coated metal troughs attached to the edge of the roof along the eave. Metal downspouts carry the water to the ground and away from the building. Copper was also used for gutter systems; however, its expense made

it an uncommon choice historically for most dwellings in Franklin.

Built-in gutter systems, hidden in the building’s cornice, gained popularity around the turn of the twentieth century. Without diligent maintenance, however, built-in gutters can cause serious water damage to the building.

Sidewalks, Streets + Driveways



Although many people associate brick sidewalks with historic neighborhoods, concrete is actually the most common paving material.



While brick is an uncommon paving material in Franklin, it can be appropriately used in the historic district.



SIDEWALKS, STREETS, ALLEYS, driveways, and parking areas provide space for pedestrians and vehicles to move through the district safely. While parking areas—particularly paved lots—are usually more recent additions to historic areas, they are necessary.

Most early driveways featured gravel or compacted earth surfaces, often rendered as strips with a grassy median between the tire tracks. Narrow, single-lane driveways, sometimes shared between adjoining

lots, lead into back yards and occasionally to a carriage house or garage. Sidewalks of poured concrete are common. Sidewalks run parallel to streets with a grassy median or planting bed between the street and the walkway. Alleys provide important vehicular access to backyards and sometimes function as the driveway for an entire block. Alleys are often unpaved and generally do not have curbs. Streets in the district are laid out in a grid with a few dead-end and curvilinear streets.

Sidewalks, Streets + Driveways: Maintenance

As with buildings, the best way to preserve historic character is to maintain and repair historic sidewalks, alleys, streets, and driveways rather than replace them.

- When installing new pavement, maintain the rhythm of historic sidewalk and driveway patterns.
- Maintain planting buffers between streets and sidewalks and maintain grassy medians in driveways.
- Keep alleys and streets at their current locations and widths wherever possible.
- Keep and maintain historic paving materials, including poured concrete, brick, or compacted earth.

Sidewalks, Streets + Driveways: Guidelines

1 Keep and protect character-defining features of historic streets, walkways, driveways, and paths, including topography, materials, and mature shade trees.

2 Design new driveways and walkways to be compatible with the character-defining examples that already exist in the district. Select a design that is compatible in terms of materials, pattern, relationship to buildings and other paved areas, relationship to open space, and proportion of paved area on a parcel.

3 Design new driveways and walkways so that the topography and other character-

defining landscape features, such as mature shade trees, are retained.

4 Protect topography and other character-defining landscape features, such as mature shade trees, during construction.

5 Site parking areas with sensitivity. It is not appropriate to create parking areas in front yards. Driveways should lead into rear yards or side yards; they should not infringe on any portion of the front yard that is directly in front of the house.

6 Screen and buffer parking areas with plants and low hedges, particularly larger parking areas.



Concrete or gravel strips were commonly used for driveways.



Signs



Awnings are an ideal place to paint a sign.



Signs painted on storefront windows are also appropriate in the historic district.

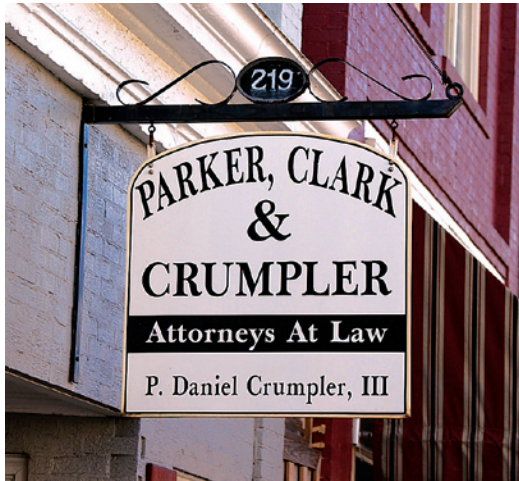


Appropriate hanging signs should be of a size and scale compatible with the building and its detailing.



Overall, signage in the Franklin Historic District is more appropriately scaled to the pedestrian than to the automobile. Signs painted on the sides of buildings are the exception.

HISTORIC SIGNS, like new signs, provide information and identify buildings. Downtown business owners historically painted signs on windows or walls, installed painted wood panels above storefronts or hung them from brackets projecting over the sidewalk, or stenciled information on awnings.



Signs: Maintenance

Signs can be more than functional; they, too, can contribute to a building's historic architectural character as an important feature that telegraphs age or use. New signs, on the other hand, can detract from architectural character by covering or damaging historic features.

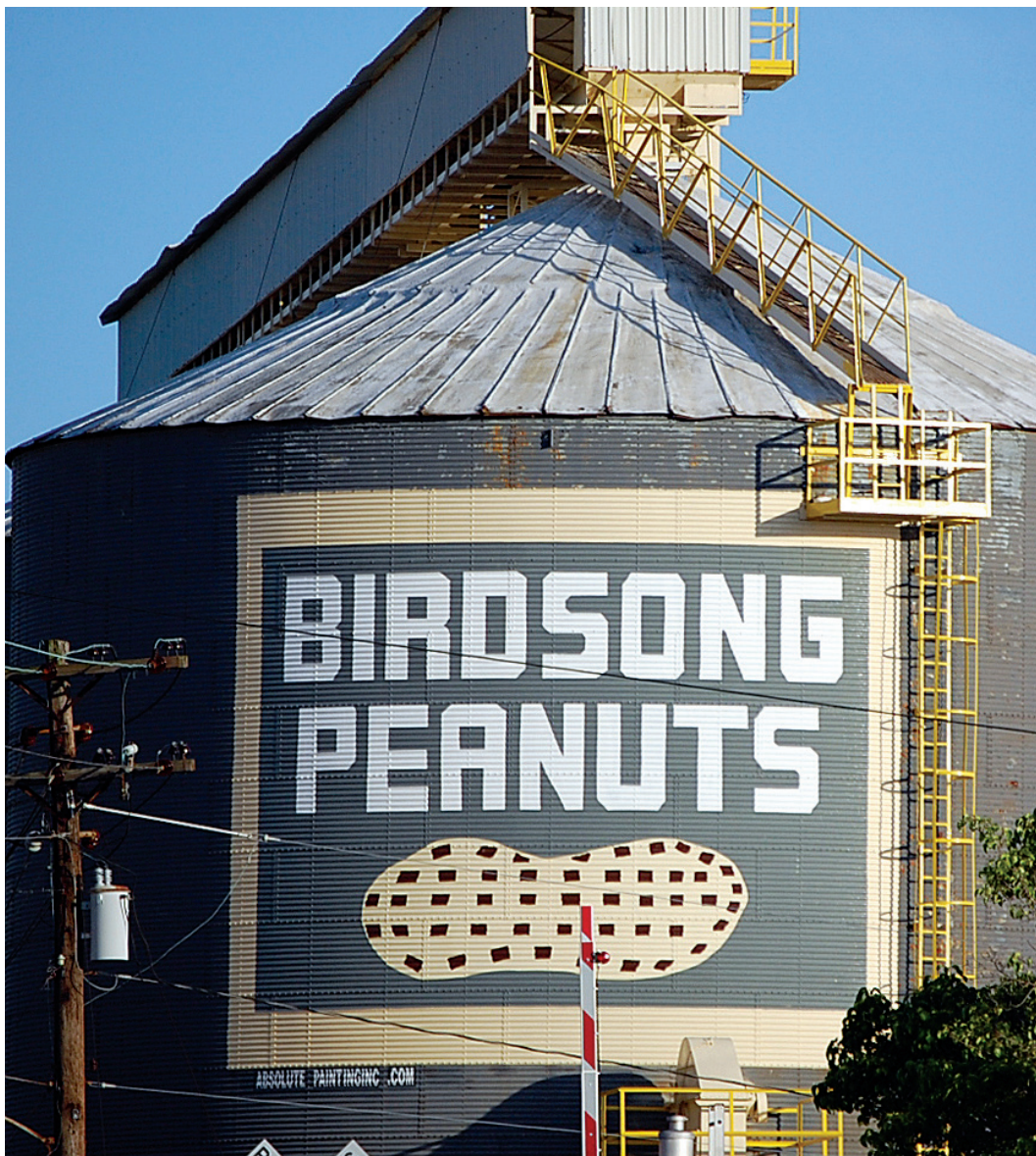
- Maintain and repair historic signs rather than replace them whenever it is feasible. We are all familiar with old buildings that have been adapted to new uses; the retention of a historic sign is not necessarily confusing. Effective new signage will let people know the new use, business name, and point of entry.
- Use paint to touch up historic signs, including business signs and street sign posts.
- Consider protecting historic signs, particularly those painted on the side elevations of commercial buildings, with sealant.
- Paint and maintain historic sign brackets or sign posts.

Signs: Guidelines

- 1 The material of the sign must be compatible** with the historic or original materials and architectural style of the building it advertises or identifies. The installation of new plastic, back-lit, neon, or self-illuminating signs are not architecturally compatible with the district.
- 2 The scale of the sign must be compatible** with the scale of the building and its detailing. It is incompatible for the sign to physically overwhelm or dominate the facade of the building it advertises or identifies.
- 3 Place and install** signage sensitively; do not obscure or damage architectural detail with the placement or installation.
- 4 Signs were historically painted** on shop windows and on awning valences. This practice remains architecturally compatible.
- 5 Prior to the installation of any sign,** a sign permit must be obtained from the Department of Community Development in accordance with Article XXII of the City of Franklin Zoning Ordinance.



Historic signage should be retained even if the original business relocates or closes. In the presence of modern signage, an historic sign will be seen for what it is: a record of the building's origins.



Storefronts



Storefronts typically see a lot of change. Surviving wood doors are rare and should be kept and preserved.

COMMERCIAL DISTRICTS provide public, commercial, and business space in a community; as such, they are a magnet for socializing. Buildings that line up along a street can turn sidewalks into outdoor “rooms” when the buildings and the sidewalks are inviting and well-maintained. While the commercial architecture and a lack of yard space differentiate the business district from residential streets, multistory commercial buildings can feature residential space above ground-floor offices, shops, or restaurants.

Storefronts, even more so than houses, are subjected to frequent remodeling as businesses change or owners try a new look in the hope of attracting new customers. Often, these makeovers renovate just the ground-floor, creating a striking dichotomy between the style of the storefront and



that of the upper floors. Franklin, benefiting from years of participation in the Virginia Main Street program, has already eliminated many such incompatible remodeling jobs, recognizing that the original historic character is increasingly valued in commercial areas.

Please also read the following sections as they relate to plans for your storefront.



Doors + Windows



Exterior Materials



Signs

Storefronts: Maintenance

As with other building components, the best way to preserve the historic character of Franklin's commercial district is to maintain and repair historic storefronts rather than replace them. Maintain storefronts and commercial buildings in ways similar to residential maintenance

- Keep wood elements (cornices, molding, trim, weatherboards) painted.
- Clean metal elements; leave aluminum and stainless steel unpainted, but paint cast iron.
- Maintain a waterproof roof and effective gutter system.
- Clean masonry gently—do not sandblast—and check for and repair mortar deterioration.
- Keep and maintain historic signage.

Store Fronts: Guidelines

- 1 Retain and preserve** historic or original storefronts that contribute to the special character of the district.
- 2 Repair historic materials** rather than replacing them. If original storefront elements must be replaced, replace in-kind, matching original or characteristic materials, configurations, and detailing.
- 3 Fabric awnings** are appropriately used on historic storefronts when they are compatible in scale and form and when the awning does not damage character-defining details of the storefront.
- 4 Respect the original or historic architectural character** of the commercial building and install appropriate features as needed. It is not appropriate to install an anachronistic storefront or other architectural feature to an existing building.



As with porches on residential buildings, added railings should be as simple and unobtrusive as possible. Doing so respects the original or historic architectural character of the building. For more information, please see “Porches + Stoops” on pages 34-35.



GLOSSARY

These definitions are for the purposes of these guidelines only and do not affect the zoning code.

alteration: change in the external architectural features or in the landscape features of any site or place in a local historic district



battered post: a post that is square in section and wider at the bottom than at the top; often seen in Craftsman buildings

block: parcels on both sides of that portion of a street that lies between two intersecting streets. Houses on corner parcels stand on the block that the primary facade of the house faces; the other block is a secondary block for such buildings.

capping: a metal covering at a roof ridge

casement: a window *sash* that swings open to the side

Certificate of Appropriateness

(COA): document issued by the Franklin Historic Districts Commission, following a prescribed review procedure, certifying that the proposed actions by an applicant are found to be acceptable in terms of design criteria relating to the individual property or the local historic district

corbelling: a row of projections, often rendered in brick, that step up and outward from a wall to support a weight above, such as a *cornice*

cornice: the projection or molding at the top of a wall

Craftsman: an early twentieth-century architectural style characterized by sheltering eaves, deep porches, exposed beams and rafters, and rustic materials

cresting: ornamental work along a roof ridge; generally a low metal railing

demolition by neglect: abandonment or lack of maintenance that allows a structure to fall into a serious state of disrepair

dentils: a line of small square blocks on molding

double-hung: a window with two movable *sashes*

elevation: one side or face of a building; the front elevation is also called the *facade*



facade: the front or main side or *elevation* of a building

fenestration: the arrangement of exterior openings, such as windows and doors, on a building



finial: an ornament that tops a gabled, hipped, pyramidal, or conical roof or other architectural feature

fixed-sash: a window *sash* that does not open

front yard: that area of the parcel that lies in front of the house if lines were drawn from the front corners of the house to the side edges of the parcel. The front corners of the house include only enclosed spaces on the house and do not include porches or stoops.

Greek Revival: an early to mid-nineteenth-century architectural style characterized by symmetrical facades, low-pitched gabled or hipped roofs, *pedimented* porticos or porches supported by Classical columns, and tall six-over-six *double-hung* sash windows

light: individual pane of glass in a window or door

lintel: the horizontal structural element that supports the wall above a window or door opening

mitered edge: corner formed when two obliquely cut members are joined

multilight: a window *sash* with many panes separated by wood or metal muntins

muntins: the thin pieces of wood that form a grid inside a window *sash* to hold the individual panes of glass, or *lights*, in place



pediment: triangular section outlined by molding; used above doors and windows or to finish the gable end of a building

profile: the shape and dimension of molding in side view. Often, the *profile* of molding on modern replacement windows is shallow and undefined; this is one of the ways in which new windows may not match the character of historic window details.

quartersawn-resawn: clapboards cut with a nearly vertical grain; more stable and less prone to warping than the alternative, flatsawn-resawn

rail: a horizontal element of a paneled door; see also *stile*

rear yard: that area of a parcel that lies behind the house if lines were drawn from the rear corners of the house to the side edges of the parcel. The rear corners of the house include only enclosed spaces on the house and do not include porches, decks, or stoops.

reveal: a vertical measurement of the amount of siding exposed when each board is installed

sash: a frame into which window glass is set

sawnwork: ornament made with a saw, rather than carved or *turned*; often curved, scrolled, or lacy trim or brackets seen on Victorian-era houses

shake: a hand-split wood shingle

side yard: those areas of a parcel that are neither in the *front yard* or the *rear yard*.

sidelights: narrow windows, generally with fixed *lights*, flanking a door or set of windows

simulated divided light: false *muntins* glued on to a larger piece of glass



spindlework: turned wood ornaments; often seen in Queen Anne architecture

stile: a vertical element of a paneled door; see also *rail*



transom: a small rectangular window directly above a door or window

true divided light: a window with individual panes that are held in place by *muntins* and a seal

turned ornament: wood ornament, such as a porch post, formed with a lathe; also known as *spindlework* and often seen in Queen Anne architecture

vernacular: the common building style of a period or place

woven wire: panels of wire knotted or welded together used historically in fencing to contain or exclude animals. Woven-wire fencing, which was commonly used historically, is not the same as chain-link fencing.



*Office of the City Manager
Amanda C. Jarratt*

July 8, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- The COVID-19 cases in the City of Franklin are slowing. Vaccinations continue to be administered through various avenues within the Western Tidewater Health District and other venues.
- COVID-19 Municipal Relief Fund payments are available for accounts that are 30 days past due. These payments are for water, sewer and electric usage only. It will not pay for garbage usage, late fees, penalties, nor taxes. An application is needed for each payment. Payments are NOT guaranteed. They will be made on a first come, first serve basis until the fund is depleted.
- Staff is continuing to analyze the American Rescue Plan Act and will present a plan to City Council in the coming weeks. The first deposit of \$4.5M was deposited with the City on June 30, 2021.
- Staff is utilizing various tools available to us as a result of recent gun violence events in the City of Franklin.
- As of the writing of this report City staff is preparing for any potential impacts of Hurricane Elsa.
- The Independence Day Celebration went smoothly on June 30th. We are thankful to the City staff and volunteer organizations that supported the event.

Community Events

- Spring and Summer athletic leagues and community wide events are posted on the City of Franklin website.
- The Franklin Cruise In is held every Wednesday evening in Downtown Franklin.
- We Be Jamming is ongoing through the fall.
- The Franklin Farmers Market is open on Wednesday's and Saturday's into the fall season.